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ABSTRACT

The manual consists of three sections: an overview describing aspects of sabbatical leave policies at Canadian universities with accompanying charts; the text of the sabbatical leave policies in effect as of February 1, 1979 at each Association of Universities and Colleges of Canada member institution; and a report provided by the University of Manitoba entitled "Sabbatical Leaves: An Essential Feature of Academic Life," prepared by the university's senate committee on sabbatical leave. The overview deals with features not included in the majority of written policies and features that have distinct regional characteristics. Frequently recurring leave features are found in the charts. Charts have four sections: some conditions of eligibility, application and decision, financial support, and other conditions. All information is based on written policies as found in faculty handbooks or collective agreements, or in the case of two institutions without written policies, on information provided by universities. The written leave policies of the member institutions are reproduced in their entirety. The University of Manitoba report presents a rationale for the existence of a sabbatical leave policy, demonstrating the need for the benefits such leave provides. (Author/MSE)

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Sabbatical Leave Policies at Canadian Universities

Politiques des universités canadiennes à l'égard du congé sabbatique

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PREFACE

In June 1978, the board of directors and the council of university presidents of the Association of Universities and Colleges of Canada authorized the AUCC secretariat to begin a series of information manuals on policies in effect at Canadian universities. The present manual on the sabbatical leave policies of Canadian universities is the first in this series.

The manual consists of three sections: an overview describing aspects of sabbatical leave policies at Canadian universities with accompanying charts; the text of the sabbatical leaves policies in effect as of February 1, 1979 at each AUCC member institution; and a report provided by the University of Manitoba entitled *Sabbatical Leaves: An Essential Feature of Academic Life* prepared by the university's senate committee on sabbatical leave.

The overview deals with features that are not included in the majority of written policies and features that have distinct regional characteristics. The characteristics that recur most frequently in the written sabbatical leave policies are covered in the charts.

The charts are divided into four sections: some conditions of eligibility; application and decision; financial support; and other conditions pertaining to sabbatical leaves.

The information in the overview and in the charts is based on the written sabbatical leave policies as found in either faculty handbooks or collective agreements or, in the case of two institutions where no written policy exists, on information provided by the university. No attempt has been made anywhere in the manual to deal with any other unwritten policies or practises.

The written sabbatical leave policies in effect at AUCC member institutions are reproduced in their entirety. This has been done to enable the user of this manual to consult the actual text in order to understand the differences between the policies.

The University of Manitoba report on sabbatical leave is a clear and simple enunciation of an essential feature of academic life. It might well be used to inform the general public on the rationale for the existence of a sabbatical leave policy in a Canadian university. A search of the AUCC library did not reveal similar statements by other Canadian universities which attempt to demonstrate the need for the benefits derived from academic sabbatical leave.

PRÉFACE

En juin 1978, le Conseil d'administration et le Conseil des recteurs d'université de l'Association des Universités et Collèges du Canada autorisaient le Secrétariat de l'AUCC à entreprendre la mise au point d'une série de guides contenant des renseignements utiles sur les politiques en vigueur dans les universités canadiennes. Le présent exposé des politiques des universités canadiennes concernant le congé sabbatique est le premier ouvrage de cette série.

Cet exposé renforme trois sections: un aperçu général des divers aspects des politiques des universités canadiennes à l'égard du congé sabbatique et les tableaux qui s'y rapportent; le texte des lignes de conduite concernant le congé sabbatique, en vigueur dans chacun des établissements membres de l'AUCC au 1er février 1979; enfin, un rapport de l'University of Manitoba intitulé *Sabbatical Leaves: An Essential Feature of Academic Life* et rédigé par le comité du sénat de l'université chargé d'étudier cette question.

L'aperçu général traite d'aspects dont ne font pas mention la plupart des politiques écrites ou qui ont un caractère distinctement régional. Les aspects sur lesquels les politiques écrites en matière de congé sabbatique portent le plus souvent sont indiqués dans les tableaux.

Les tableaux comportent quatre sections: certaines conditions d'admissibilité; demande et décision; appui financier; autres conditions concernant le congé sabbatique.

Les renseignements que renferment l'aperçu général et les tableaux se fondent sur les lignes de conduite relatives au congé sabbatique énoncés par écrit dans les guides du professeur ou dans les conventions collectives ou encore, comme c'est le cas pour deux établissements qui n'ont pas de politique écrite, dans les informations diffusées par l'université. Il n'est fait mention, nulle part dans l'exposé, d'autres politiques ou pratiques non écrites.

Les politiques écrites relatives au congé sabbatique, en vigueur dans les établissements membres de l'AUCC, sont reproduites dans les pages du guide de façon intégrale afin de permettre à l'usager de se reporter au texte lui-même et d'en arriver ainsi à mieux comprendre les différences entre les diverses politiques.

Le rapport de l'University of Manitoba sur le congé sabbatique est un énoncé clair et simple d'un aspect essentiel de la vie à l'université. Il peut être utilisé pour faire connaître au grand public les raisons qui motivent l'adoption d'une politique en matière de congé sabbatique dans une université canadienne. Il n'a pas été possible de découvrir, parmi les ouvrages en bibliothèque à l'AUCC, aucun document analogue d'une autre université canadienne faisant ressortir la nécessité du congé sabbatique et les avantages qui en découlent.

I Overview/Aperçu général

ASPECTS OF SABBATICAL LEAVE POLICIES AT CANADIAN UNIVERSITIES

Introduction

According to the University of Manitoba report found in section III, pages 1-3 of this manual, the term sabbatical leave refers to a period of time, generally either six months or a full year, during which a member of the academic community is relieved of normal teaching and administrative duties in order to pursue a programme of independent study and research. In no sense does the term sabbatical leave refer to a period of rest or holiday for the leave taker. Sabbatical leaves have two immediate purposes: to allow faculty members to improve themselves academically; and to allow faculty members to engage in research activities. These immediate purposes serve the further objectives of improved teaching, excellence in scholarly and artistic publications, and more useful community service.

The sabbatical leave policies of 67 institutions are dealt with in this manual. Where the policy of a federated or affiliated institution differs from that of the parent institution, each policy is included; if the same policy is adhered to at both institutions, it is listed under the name of the parent institution. Although the Univesité du Québec holds only one membership in the AUCC, each of its eight constituents has adopted a separate sabbatical leave policy and, therefore, all eight policies are included in this manual. Sabbatical leave policies are in effect at all but two AUCC member institutions. At one of these two, sabbatical leaves are granted on an ad hoc basis as no written policy exists.

Sabbatical leaves, research/study leaves, or study leaves as they are variously known, have many characteristics ranging from conditions of eligibility to faculty obligations upon compietion of the leave. No one policy, however, deals with every aspect of sabbatical leave. This lack of comprehensiveness may be by design to allow the faculty member and the administration the necessary flexibility to meet unforeseen circumstances. On the other hand, a written policy which does not pay attention to details may lead to misunderstanding and tension between faculty and administration. Sabbatical leave policies are generally much more detailed at unionized universities, which comprise about a third of Canadian universities, than at non-unionized institutions. However, as the tables demonstrate, even these policies do not spell out all of the possible conditions.

Right or privilege

Sabbatical leave is considered to be a normal condition of employment for faculty members in the Canadian academic community. However, it is never regarded as a right that assures faculty members that they will be relieved of university responsibilities every six years to devote six or twelve months to study and research activities. Only four of the sixty-seven institutions specifically state that the faculty member is "entitled" to go on leave and, even at these four institutions, sabbatical leaves are not granted automatically upon completion of the required number of years of service.

Planning ahead

Nine universities stipulate in their written policies that departments and faculties are required to plan the sabbatical leaves of their faculty members sufficiently in advance in order that the leaves need not normally be delayed. York University is the only institution to require deans and, where applicable, department chairpersons, to establish a roster of impending leaves in order that faculty members are made aware well in advance of any delay or advancement in the dates of their sabbatical leaves. Notice of a delay at York is given in writing to the faculty member at least 14 months prior to the normal starting date of the leave.

Priority

Several members within a department may become eligible simultaneously for sabbatical leave. This situation is dealt with in a different manner from one institution to another. For example, at Saint Mary's University, priority is determined by each department concerned in consultation with the appropriate dean. The planned program of activities during the sabbatical leave is a major factor in determining the allocation of leaves. Université Laval perceives the matter of priority differently; faculty members with the greatest number of years of service since their appointment are given priority followed by those members with the greatest number of years since their last sabbatical. Where a number of professors at Laval have an equal number of years of service, the department head prepares a written list of priorities to ensure the proper functioning of the department.

Application criteria

Criteria for judging sabbatical leave applications differ from institution to institution. It is generally accepted, however, that the leave should be of benefit not only to the sabbaticant but also to the university. Criteria may include the faculty member's record during previous leaves, recognition of notable service to the university, research, writing and professional activities. Thirteen policies state that teaching priorities are taken into consideration in sabbatical leave decisions.

Decision-making process

Procedures for the granting of sabbatical leave differ to some extent from institution to institution. The policy in effect at Acadia University provides detailed information on the decision-making process. Applications for sabbatical leave are submitted to the chairperson of the sabbatical leave committee with copies to the president, dean and department head before the first day of November of the year preceding that for which the leave is being sought. The committee reviews the applications of all employees and submits a written recommendation to the president, with copies to the applicant, the department and the dean. The president may ask the sabbatical leave committee to reconsider its recommendation and, if so, will indicate the reasons for such a request. The committee's recommendation is then forwarded to the board of governors for action. The written policy does not provide for an appeal procedure for the applicant.

At those institutions where the sabbatical leave decision-making process is less structured, applications are submitted to the department head who, in turn, submits them with recommendations to the appropriate dean. The latter considers them on a faculty-wide basis and then makes recommendations to the academic vice-president, specifying the implications of each leave if granted. The academic vice-president takes into account the quality of the proposed leave activity and the fair and equitable distribution of leaves throughout the university in determining whether the applicant will be granted sabbatical leave.

At one institution copies of the department head's recommendations are sent to the dean and to the applicant. The applicant may make an additional submission directly to the dean not later than 10 days after the recommendations of the department head have been sent to the dean.

At 14 institutions the granting of sabbatical leave is subject to the approval of the board of governors, based on the recommendations of the department head, the dean and the president. Ten other institutions specifically state that the final decision to grant sabbatical leave rests with the president.

Replacement of faculty members

Seven institutions specifically state that a faculty member's sabbatical leave is conditional on the department or the faculty being able to accommodate the member's absence. Chart B, category 7 indicates those institutions that limit the number or percentage of professors on leave at any one time. Only McMaster University specifies in its policy that the effect of the member's absence on the workload of the department will be considered in determining the length of the leave.

Only two of the sixty-seven institutions state in their policies that consideration is given to the effect of granting sabbatical leave on the supervision of graduate students. The degree to which a teaching unit is involved in graduate programs and the number of faculty members able to supervise graduate students influence the granting of leave. Only one university indicates in its policy that the granting of sabbatical leave may, on occasion, influence the capability of the teaching unit to respond to applications for new graduate admissions.

Postponement of leaves

Six policies stipulate that when faculty members are requested to postpone their sabbatical leave, their applications receive preference the following year. Leave may be postponed because of departmental priorities, the number of other professors on leave, or financial reasons. The length of the postponement is credited against the number of years of service required for the subsequent leave. At seven institutions the sabbatical leave salary is increased by five percent for each year of postponement. Only at the University of Waterloo does the policy state that faculty members have the option of having the postponed years credited to a subsequent leave or the additional remuneration added to their sabbatical leave stipend.

Only one policy specifies that reasons must be given to the faculty member whose leave has been postponed by the institution. It is the faculty member's responsibility at four institutions to initiate a new request for a sabbatical leave that has either been deferred or refused.

Denial of leave

While all institutions require faculty members to fulfil certain requirements to qualify for sabbatical leave, five institutions state that the leave may not be withheld unreasonably or in a discriminatory manner by the university. Only twelve institutions deal expressly with the denial of sabbatical leave in their policies. Reasons for denial may include factors pertaining to the faculty member's performance during and subsequent to a previous sabbatical leave, and evidence that establishes conclusively that neither the university nor the individual will benefit professionally from the proposed leave.

At eight of these twelve institutions the policy states that a faculty member must be provided with a detailed written statement of the reasons for denial and the specific evidence on which the decision was based. Faculty members at six of these eight institutions and at two other institutions have full access to established grievance, arbitration and/or appeal procedures.

Financial support

The degree of financial support that a faculty member receives from an institution during a sabbatical leave ranges from 50 percent to 100 percent of university salary. The terms used to indicate "university salary" include normal salary, base salary, basic salary, full salary and normal professional income. While faculty members at 40 institutions are urged to apply for additional funds from outside sources to increase their sabbatical salary, only four institutions require faculty members to show proof of having sought outside financial support.

Only at Mount Allison University does the policy state that the total grants received by a faculty member going on leave should be at a level to ensure that the sabbaticant will not suffer financial loss or gain during the leave. The senate committee on sabbatical leave at the University of Manitoba found that the failure of academic staff to take sabbatical leaves in past years stemmed largely from the financial sacrifice required of the sabbaticant.

Additional support

In addition to the sabbatical leave salary, twelve institutions state in their policies that they pay certain expenses incurred by the faculty member while on leave. The degree of such support varies from institution to institution.

Some of the francophone Quebec institutions go further than other universities in paying costs associated with sabbatical leave. Université de Montréal reimburses the individual for the following costs, if they are not already covered by other sources: return economy transportation between Montreal and the principal sabbatical location for the sabbaticant, spouse and children provided the latter accompany the faculty member for the major part of the stay; moving and excess baggage costs up to $1,000; and research costs. Faculty members at Laval receive the same benefits, up to a total of $4,500; this amount is indexed annually to the consumer price index.

Additional support is dealt with also at seven of the eight Université du Québec constituents. At two, payment of related expenses is approved, although in neither case are the sum or the nature of permitted expenses identified in the sabbatical leave policy. At one of the eight constituents all costs, other than moving expenses, are paid. Two others pay for research and moving costs if they have not already been paid by another organization. The remaining two pay for research and moving costs to a maximum of $2,000 in one case, and $2,200 in the other.

Reduction of the leave salary

It is common practice for universities to reduce their normal contributions to the leave salary when the sabbaticant's total income during the sabbatical year would exceed 100 percent of normal university salary. Total income consists of the individual's sabbatical salary together with any monies accrued from scholarships, fellowships, grants and paid employment where permitted. At most institutions, reasonable travel and research expenses associated with the leave are permitted in addition to the amount allotted for total income.

Eligibility for promotion and salary increments

Only one institution specifically states in its policy that faculty members going on leave are to suffer no loss in rank, position or salary. The sabbatical year is counted as one year of service for purposes of promotion and salary increments at 24 institutions. Faculty members at one university are entitled to the normal salary increments, but may not receive merit increments or promotions while on leave.

Status

Eighteen institutions specify in their policies that a full-time faculty member's status is maintained during the leave. Only one institution states that a faculty member on sabbatical leave remains "accountable" to the home institution.

Responsibility to return

Upon completion of sabbatical leave, a faculty member normally has a responsibility to return to the home institution for a specified period. However, some policies do not state this responsibility to return as a "requirement", but rather note that the faculty member is "normally expected" to return, or should "recognize an obligation" to return.

At the University of New Brunswick, upon application to the president, the requirement to return may be waived in the case of hardship or, in exceptional circumstances, when substantial professional advancement would be denied. At the University of St. Jerome's College, the board of governors may, at its discretion, waive, in full or in part, the obligation to return.

The situation at six constituents of the Université du Québec vis-à-vis the responsibility to return is considerably different from that at other universities in Canada. At these institutions, the responsibility to return or to reimburse the university is waived if the faculty member obtains a position in either the public or the para-public sector. Three constituents add that proof must be shown of the position having been obtained and that it must be in the province of Quebec.

Faculty members are normally expected to return to their institutions for a period equal to the length of their absence. Two institutions, a constituent of the Université du Québec and Royal Military College of Canada, require a faculty member to return for a period of three years. This is the longest time required by Canadian universities.

At Laval, a faculty member who resigns during the sabbatical leave or in the year following it, or who has not fulfilled the obligations required of a sabbaticant, must reimburse the total amount of financial remuneration received from the university; this sum may be treated as a loan carrying an interest rate of eight percent per year. Laval and Montréal each state that reimbursement is not required when permanent injury or death renders the individual incapable of fulfilling the normal obligations.

Special leave

Only one institution stipulates in its policy that "special leave" is awarded in exceptional cases to full time members who may have served fewer than the six years normally required for sabbatical leave. The standard conditions of eligibility may be waived at two other institutions in special circumstances.

Deans, department heads and administrative officers

Four institutions state in their written policies that special sabbatical leave privileges are accorded to deans and department heads upon completion of their terms. The privileges vary from waiving the normal six-year requirement to receiving an additional three percent in salary during the sabbatical year for each year of academic administrative service.

Similar privileges are awarded at five institutions to "administrative officers" holding academic appointments and to faculty members who have assumed substantial administrative responsibilities for an extended period of time.

Sabbatical leave and librarians

Six institutions state in their policies that professional librarians are eligible for sabbatical leave. At five of these institutions the criteria governing librarians' leave are identified to those for faculty members. At the sixth institution, the criteria differ only marginally. Librarians must present their applications eight months prior to the proposed starting date of the leave instead of by October 31 of the preceding academic year as for faculty members. In addition, the policy states that a librarian's leave proposal is judged not only on the feasibility of the project, but also on the extent to which the proposed leave program conforms to the purposes of sabbatical leaves.

Conclusion

This manual was prepared from information available in collective agreements, faculty handbooks, and, in two cases where no written policy existed, from information requested by the AUCC. The secretariat would appreciate it if the user of the manual would bring any errors or omissions to its attention. Updates of the present manual are planned and new or revised information will be taken into account. It is hoped that this information manual on sabbatical leave policies will be of assistance to universities in any review of their own sabbatical leave policies.

DIVERS ASPECTS DES POLITIQUES DES UNIVERSITÉS CANADIENNES A L'ÉGARD DU CONGÉ SABBATIQUE

Introduction

Selon le rapport de l'University of Manitoba reproduit aux pages 1 à 3 de la section III du présent guide, le terme "congé sabbatique" désigne une période, en général de six mois ou d'une année, pendant laquelle un professeur d'université est relevé de ses fonctions pédagogiques et administratives normales pour s'adonner, de façon autonome, à un programme d'étude et de recherche. Ce terme ne saurait, en aucune façon, être appliqué à une période de repos ou à des vacances.

Le congé sabbatique vise à donner aux professeurs l'occasion d'atteindre deux buts précis: s'améliorer sur le plan professionnel et entreprendre des travaux de recherche. De façon moins immédiate, il vise aussi à améliorer la qualité de l'enseignement, à produire des publications savantes ou artistiques de qualité et à faire bénéficier la collectivité de services plus utiles.

Le guide traite des politiques en matière de congé sabbatique adoptées par soixante-sept établissements. S'il advient que la ligne de conduite mise en oeuvre par une institution fédérée ou affiliée diffère de celle de l'institution principale, chacune de ces lignes de conduite est incluse; si les deux institutions appliquent la même ligne de conduite, celle-ci est indiquée sous le nom de l'institution principale. Bien que l'Université du Québec n'ait qu'une adhésion au sein de l'AUCC, chacun de ses huit éléments a adopté une politique distincte à l'égard du congé sabbatique et, par conséquent, ces huit politiques figurent dans le guide. Des politiques concernant le congé sabbatique sont en vigueur dans tous les établissements membres de l'AUCC, à l'exception de deux. A défaut d'une telle politique écrite, c'est sur une base "ad hoc" que l'un de ces deux établissements accorde ce genre de congé.

Qu'on le qualifie de sabbatique, d'étude et de recherche ou simplement d'étude, ce congé comporte de nombreux aspects qui vont des conditions que les professeurs doivent remplir pour y être admissibles aux obligations dont ils doivent s'acquitter à la fin de celui-ci. Aucune des lignes de conduite adoptées ne traite cependant de tous les aspects du congé sabbatique. Il se peut que ce manque de précision soit voulu afin de laisser au professeur et à l'administration la possibilité de faire face à des circonstances imprévues. D'un autre côté, une politique écrite qui n'est pas assez détaillée peut susciter des conflits et des malentendus entre le professeur et l'administration. En règle générale, les universités dont le corps professoral est syndiqué, soit environ le tiers des universités canadiennes, ont à l'égard du congé sabbatique des règles beaucoup plus précises que celles qui n'ont pas de syndicat. Toutefois, comme l'indiquent les tableaux, même ces règles-là ne traitent pas de tous les cas possibles.

Droit ou privilège

Pour les professeurs des universités canadiennes, le congé sabbatique s'inscrit dans les conditions normales de l'emploi. Toutefois, ils n'y voient jamais un droit qui les assure d'être dispensés de leurs responsabilités universitaires tous les six ans afin de pouvoir s'adonner pendant six ou douze mois à des études ou à des travaux de recherche. Seulement quatre des soixante-sept établissements reconnaissent expressément à leurs professeurs le "droit" de prendre congé, mais même dans ces quatre établissements, l'octroi du congé sabbatique n'intervient pas automatiquement après l'achèvement du nombre d'années de service requis.

Prise de dispositions

Neuf universités stipulent, dans leurs règles écrites, que les départements et les facultés sont tenus de prévoir suffisamment d'avance les congés sabbatiques de leurs professeurs pour éviter qu'en situation normale ces congés ne soient remis à plus tard. Seule la York University exige de ses doyens et, le cas échéant, de ses directeurs de département, qu'ils dressent une liste des congés devant être prise prochainement afin que les professeurs puissent savoir bien à l'avance si la date de leur congé sabbatique est avancée ou retardée.En cas de remise à plus tard, les professeurs de cette université reçoivent un avis écrit au moins quatorze mois avant la date normale du début du congé.

Priorité

Il peut arriver que plusieurs professeurs au sein d'un même département deviennent admissibles simultanément au congé sabbatique. Chaque université règle cette situation d'une façon différente. Par exemple, à la Saint Mary's University, chaque département concerné détermine l'ordre des priorités après avoir consulté le doyen compétent. Le programme d'activité prévu pour la durée du congé sabbatique joue un rôle déterminant dans l'octroi des congés. A l'Université Laval, on envisage la question des priorités de façon différente: ce sont les professeurs qui ont le plus d'années de service depuis leur nomination qui se classent au premier rang, suivis par ceux qui ont le plus d'années de service depuis leur dernier congé sabbatique. Si un certain nombre de professeurs à Laval ont un nombre égal d'années de service, le directeur du département se charge d'établir, par écrit, l'ordre des priorités, assurant ainsi la bonne marche du département.

Critères applicables aux demandes

Les critères utilisés pour juger les demandes de congé sabbatique diffèrent d'une université à l'autre. En règle générale, toutefois, le congé doit être avantageux non seulement pour le professeur qui en bénéficie mais aussi pour l'université. Il sera tenu compte, par exemple, des résultats que le professeur a obtenus au cours de ses congés précédents, d'un service remarquable rendu à l'université, des travaux de recherche, des écrits et des autres activités professionnelles. Treize politiques stipulent que les priorités en matière d'enseignement sont prises en considération dans les décisions relatives à l'octroi du congé sabbatique.

Processus décisionnel

Chaque université procède jusqu'à un certain point de façon différente pour octroyer le congé sabbatique. La ligne de conduite en vigueur à l'Acadia University contient de nombreuses précisions sur le processus de prise des décisions. Les demandes de congé sabbatique sont présentées au président du comité spécialement chargé de cette question, et un exemplaire est transmis au recteur, au doyen et au directeur de département, avant le premier jour de novembre de l'année qui précède celle pendant laquelle le congé doit être pris. Le comité examine toutes les demandes présentées par les employés et soumet sa recommandation par écrit au recteur, en ayant soin d'en faire parvenir une copie au requérant, au département et au doyen. Le recteur peut demander au comité du congé sabbatique de reconsidérer sa recommandation et, le cas échéant, lui fera savoir les raisons qui justifient que telle demande. La recommandation du comité est ensuite transmise au bureau des gouverneurs pour suite à donner. Aucune procédure permettant au requérant d'en appeler de cette décision n'est prévue dans la politique écrite.

Dans les universités qui n'ont pas un processus décisionnel aussi structuré à l'égard du congé sabbatique, c'est au directeur de département que les demandes sont présentées, celui-ci devant les transmettre, avec ses recommandations, au doyen intéressé. Ce dernier, après avoir examiné les demandes en fonction des intérêts de la faculté, adresse des recommandations au vice-recteur à l'enseignement en faisant ressortir les conséquences que l'octroi de chaque demande peut entraîner. Avant d'accorder un congé sabbatique à tel ou tel requérant, le vice-recteur à l'enseignement doit, pour sa part, évaluer la qualité de l'activité devant être entreprise pendant le congé et s'assurer qu'il y a une répartition juste et équitable des congés au sein de l'université.

Dans un des établissements, un exemplaire des recommandations du directeur de département est remis au doyen et au requérant. Ce dernier peut adresser une nouvelle communication directement au doyen, dans un délai d'au plus dix jours de la date à laquelle le directeur de département a transmis ses recommandations au doyen.

Quatorze universités assujettissent l'octroi du congé sabbatique à l'approbation du bureau des gouverneurs, cette approbation se fondant sur les recommandations du directeur de département, du doyen et du recteur. Dans dix autres, il est expressément indiqué que la décision finale en ce qui concerne l'octroi du congé sabbatique est du ressort du recteur.

Remplacement des professeurs

Dans sept universités, le congé sabbatique n'est accordé aux professeurs que si le département ou la faculté en cause peut suppléer à l'absence du professeur. Au Tableau B, catégorie 7, on indique les établissements qui restreignent le nombre ou la proportion de professeurs qui peuvent bénéficier simultanément d'un congé. Seule la McMaster University précise dans sa politique que l'accroissement de la charge de travail du département par suite de l'absence d'un professeur sera pris en considération pour déterminer la durée du congé.

Seulement deux des soixante-sept universités précisent dans leurs lignes de conduite que l'on tiendra compte des effets que l'octroi des congés sabbatique peut avoir sur l'encadrement des étudiants au niveau des grades supérieurs. La mesure dans laquelle une équipe pédagogique participe aux programmes des 2e et 3e cycles et le nombre de professeurs qui peuvent assurer l'encadrement des étudiants à ces niveaux sont des facteurs qui influent sur l'octroi des congés. Une seule université mentionne dans sa politique le fait que l'octroi du congé sabbatique peut, à l'occasion, avoir un effet sur la mesure dans laquelle le corps professoral peut faire face aux nouvelles demandes d'admission aux études de 2e et 3e cycles.

Ajournement des congés

Six politiques stipulent que les demandes présentées par des professeurs à qui l'on demande de remettre leur congé sabbatique à plus tard, recevront un traitement prioritaire l'année suivante. L'ajournement des congés peut tenir aux priorités du département, au nombre d'autres professeurs en congé ou à des raisons d'ordre pécuniaire. La durée du délai imposé est déduite du nombre des années de service requises pour le prochain congé. Dans sept universités, la rémunération versée au titre du congé sabbatique est majorée de 5 p. 100 pour chacune des années d'ajournement. Seule l'University of Waterloo précise, dans sa politique, que les professeurs auront le loisir de faire soit créditer les années de délai à un congé subséquent, soit ajouter la rémunération additionnelle au traitement qui leur sera versé pendant le congé sabbatique.

Une seule politique oblige l'université qui reporte le congé d'un professeur à faire connaître à celui-ci les raisons qui ont motivé sa décision. Dans quatre universités, c'est au professeur qu'il incombe de présenter une nouvelle demande à l'égard d'un congé sabbatique qui a fait l'objet d'un refus ou d'un ajournement.

Refus du congé

Bien que tous les établissements astreignent leurs professeurs à certaines conditions pour avoir droit au congé sabbatique, cinq d'entre eux déclarent que l'université ne peut refuser ce congé pour des motifs déraisonnables ou discriminatoires. Seulement douze universités abordent expressément le refus du congé sabbatique dans leurs lignes de conduite. Les raisons invoquées pour le refus peuvent porter, entre autres, sur le rendement du professeur en cause durant et après un congé sabbatique antérieur et sur des éléments de preuve démontrant nettement que, sur le plan professionnel, le congé envisagé ne profitera ni à son bénéficiaire ni à l'université.

Dans huit de ces douze établissements, la politique stipule qu'on devra remettre par écrit au professeur concerné un exposé détaillé des diverses raisons ayant motivé le refus et des preuves sur lesquelles est fondée la décision. Les professeurs au service de six de ces huit établissements d'enseignement et de deux autres sont pleinement autorisés à déposer un grief, à recourir à l'arbitrage ou à interjeter appel.

Soutien financier

Le professeur en congé sabbatique peut recevoir, en guise de rémunération, de la moitié à la totalité de son salaire. Les expressions qui décrivent le "salaire à l'université" comprennent les suivants: salaire normal, salaire de base, plein salaire ou revenu professionnel normal. Même si dans quarante établissements on encourage les professeurs à faire des démarches en vue d'obtenir des fonds additionnels de sources externes afin d'arrondir la rémunération qui leur sera versée au cours du congé sabbatique, seulement quatre de ceux-ci exigent que les professeurs fassent la preuve qu'ils ont essayé d'obtenir une aide financière à l'extérieur.

Ce n'est qu'à la Mount Allison University qu'il est précisé dans la politique adoptée que l'ensemble de l'aide financière dont bénéficie le professeur qui part en congé doit atteindre un niveau qui permettra à celui-ci de ne pas accuser une perte ou une augmentation de revenu pendant son absence. Le comité du congé sabbatique de l'University of Manitoba a constaté que le manque d'empressement du corps professoral à solliciter un congé sabbatique au cours de ces dernières années était largement attribuable au sacrifice financier que devaient s'imposer les bénéficiaires.

Soutien complémentaire

En plus de la rémunération de congé sabbatique, douze universités prévoient, dans l'exposé de leur politique, la prise en charge d'un certain nombre de dépenses du professeur en congé. Cette aide est plus ou moins considérable selon les différentes universités.

Quelques-uns des établissements francophones du Québec se montrent plus généreux que d'autres universités pour autant qu'il s'agisse d'acquitter les frais associés au congé sabbatique. A l'Université de Montréal, le soutien financier couvre les frais suivants, si ceux-ci ne sont pas déjà pris en charge autrement: les frais de transport aller-retour, en classe économique, entre Montréal et l'endroit principal où doivent séjourner le professeur en congé, son conjoint et ses enfants, à condition que ces derniers accompagnent le professeur pour la plus grande partie de son séjour; les frais de déménagement et d'excès de bagages jusqu'à concurrence de $1,000 et les frais de recherche. Les professeurs de l'Université Laval jouissent des mêmes avantages, jusqu'à concurrence d'un montant global de $4,500; ce montant est rajusté chaque année en fonction de l'indice des prix à la consommation.

Sept des huit établissements qui composent l'Université du Québec assurent un appui supplémentaire. Deux de ces établissements approuvent le paiement de toutes les dépenses associées au congé, mais la politique en vigueur ne fait pas mention du montant ni de la nature des dépenses autorisées. Dans l'un des huit établissements, tous les coûts sont pris en charge à l'exception des frais de déménagement. Deux autres couvrent les coûts des recherches et du déménagement si ces coûts ne sont pas déjà à la charge d'une autre organisation. Les deux derniers paient les dépenses liées aux travaux de recherche et au déménagement jusqu'à concurrence de $2,000 dans un cas et de $2,200 dans l'autre.

Réduction du traitement afférent au congé

Il est de pratique courante pour les universités de réduire les sommes normalement versées au titre du traitement de congé sabbatique quand le revenu global du professeur concerné, au cours de l'année sabbatique, atteindrait un montant plus élevé que la totalité de son traitement normal à l'université. Le revenu global est constitué du traitement de congé sabbatique et de toutes les autres sommes provenant de bourses d'études et de recherche, de subventions et d'un emploi rémunéré, quand l'exercice d'un tel emploi est autorisé. Dans la plupart des universités, il est admis que les frais raisonnables de voyage et de recherche liés au congé peuvent être ajoutés au montant accordé au titre du revenu global.

Admissibilité aux promotions et aux hausses de traitement

Seulement une des universités a adopté une politique stipulant expressément que les professeurs en congé ne devront pas subir un préjudice par rapport à leur rang, leur poste ou leur traitement. Dans vingt-quatre d'entre elles, l'année du congé sabbatique est considérée comme une année de service pour les fins de l'avancement et des augmentations de traitement. Les professeurs d'une université ont droit aux augmentations de traitement régulières pendant leur congé, mais ils n'ont pas accès aux hausses de traitement fondées sur le rendement ni aux promotions.

Situation

Dix-huit universités précisent dans leurs politiques que, pendant son congé, le professeur à plein temps conserve son titre. Un seul établissement mentionne que le professeur en congé sabbatique est toujours tenu de "rendre compte" à l'université à laquelle il est rattaché.

Rentrée obligatoire

A la fin de leur congé, les professeurs ont normalement le devoir de retourner à leur université pour une période donnée. Dans le cas de certaines politiques, toutefois, cette responsabilité n'a pas le caractère d'une "exigence"; il est indiqué plutôt que le professeur serait "normalement censé" y revenir ou devrait "reconnaître qu'il a le devoir" d'y revenir.

A l'University of New Brunswick, sur demande adressée au recteur, on peut déroger à la règle qui oblige le professeur à reprendre son poste si, à cause de cette exigence, le professeur doit se trouver aux prises avec des difficultés ou, dans des circonstances exceptionnelles, privé d'un avancement professionnel important. Le bureau des gouverneurs de l'University of St. Jerome's College peut, s'il le juge bon, complètement ou partiellement exempter le professeur de cette obligation.

Dans six des unités constituentes de l'Université du Québec, la situation concernant la rentrée obligatoire diffère considérablement de celle qu'on trouve dans les autres universités canadiennes. Dans ces établissements d'enseignement universitaire, le professeur est dispensé de reprendre ses fonctions ou de rembourser

l'université lorsqu'il obtient un poste dans le secteur public ou para-public. Trois de ces établissements stipulent en outre que le professeur doit prouver qu'il a obtenu un emploi et que cet emploit doit se trouver dans la province de Québec.

Les professeurs doivent normalement réintégrer leur poste dans leur université particulière pour une durée égale à celle de leur absence. Deux institutions, un établissement faisant partie de l'Université du Québec et le Collège militaire royal du Canada, exigent que les professeurs rentrants y travaillent pendant une période de trois ans. C'est cette disposition qui impose la période la plus longue.

A Laval, un professeur qui démissionne au cours de l'année sabbatique ou de l'année suivante, ou qui n'a pas satisfait aux exigences liées au congé, doit intégralement rembourser le montant de la rémunération financière reçu de l'université; cette somme peut être traitée comme un prêt comportant un intérêt de huit p. 100 par année. La ligne de conduite adoptée par l'Université Laval et l'Université de Montréal précise que l'obligation de rembourser l'université est révoquée quand, par suite d'une blessure permanente ou d'un décès, la personne en cause est dans l'impossibilité de s'acquitter des obligations normales.

Congé spécial

Une seule université a adopté une politique stipulant qu'un "congé spécial" peut être accordé, dans certains cas exceptionnels, aux professeurs à plein temps qui comptent un nombre d'années de service inférieur aux six années normalement requises pour l'obtention du congé sabbatique. Dans deux autres institutions, il ne sera pas nécessaire de satisfaire aux conditions normales d'admissibilités dans certaines circonstances.

Doyens, directeurs de département et administrateurs

La politique écrite de quatre universités prévoit que les doyens et les directeurs de département peuvent bénéficier de conditions spéciales en matière de congé sabbatique, à la fin de leur mandat. Les privilèges dont jouissent ces personnes varient depuis la suppression des dix années de service normalement exigées pour l'obtention du congé sabbatique, jusqu'à l'attribution d'un supplément annuel égal à 3 p. 100 du traitement durant l'année sabbatique, pour chacune des années consacrées à des fonctions administratives au sein de l'université.

Cinq établissements accordent des privilèges semblables aux "administrateurs" qui occupent des fonctions d'enseignement ainsi qu'aux professeurs qui ont assumé de lourdes responsabilités administratives pendant une assez longue période.

Bibliothécaires

Six universités précisent dans leur politiques que les bibliothécaires diplômés peuvent obtenir un congé sabbatique. Dans cinq d'entre elles, les critères applicables aux bibliothécaires sont ceux qui valent pour les professeurs. Dans la sixième, ces critères diffèrent très légèrement. Les bibliothécaires sont tenus de présenter leur demande huit mois avant la date à laquelle leur congé doir commencer, plutôt que pour le 31 octobre de l'année universitaire précédente, comme c'est le cas pour les professeurs. De plus, il est mentionné dans la politique que la demande de congé du bibliothécaire est jugée non seulement d'après l'aspect pratique du projet, mais aussi selon la mesure dans laquelle le programme que le bibliothécaire s'est fixé en vue du congé sabbatique se conforme aux objectifs de ce genre de congé.

Conclusion

Le présent guide a été établi à partir de renseignements tirés des conventions collectives, des guides du professeur et, dans deux cas où il n'existe pas de ligne de conduite écrite, de données demandées par l'AUCC. Le Secrétariat aimerait que les utilisateurs de ce guide lui signalent les erreurs et les omissions qui auraient pu s'y glisser. Etant donné que cet ouvrage fera l'objet de mises à jour, il sera tenu compte de tous renseignements nouveaux ou révisés. On espère que les universités trouveront dans cet exposé des politiques concernant le congé sabbatique des renseignements qui les aideront quand elles voudront réviser leurs propres lignes de conduite à cet égard.

A. SOME CONDITIONS OF ELIGIBILITY

University	1. Years of service required for 12/6 month leave	2. Lowest professional rank eligible	3. Minimum number of years in eligible ranks	4. Full-time faculty only	5. Tenure a requirement for 12/6 month leave	6. External credit considered	7. Maximum years of allowable external credit	8. Conversion of external credit to credit at home university	9. Maximum age or years before retirement
1. Acadia*	6/3			yes	/yes	yes[1]			
2. Alberta	6/3				yes/yes	yes[2]			
3. Athabasca	6/3			yes					
4. Bishop's*	6/3	lecturer	4	yes		yes	2	2 years = 1 year	5 years[3]
5. Brandon*	6/3				yes/yes	yes	2/1[4]	2 years = 1 year	
6. British Columbia	4/	assistant	2	yes	preference given/				
7. Brock	6[5]/3			yes		yes			
8. Calgary	6/3				/normally	yes[6]	2	2 years = 1 year	
9. Cape Breton*	6/	assistant	6	yes					
10. Carleton*	6/3			yes	/yes	yes	2	2 years = 1 year	
11. Concordia	6/	lecturer		yes					
12. Dalhousie*	6/3			yes	/yes	no			
13. Guelph	6/				yes/	no			
14. Huron	6/					no			
15. King's (Nova Scotia)	6/3			yes	/yes				
16. King's (Ontario)	6/	assistant[7]	6	yes		yes	2	2 years = 1 year	
17. Lakehead	6/			yes	yes/	yes		half credit for service elsewhere	
18. Laurentian	6/	assistant	2	yes		yes	3	2 years = 1 year	
19. Laval*	6/	associate							
20. Lethbridge	6/3			yes	yes/yes				
21. Manitoba*	6/3			yes					
22. McGill	6/					yes	2		
23. McMaster	6[8]/	lecturer	6	yes	yes/				
24. Memorial	6[9]/			yes		no			
25. Moncton*	6/			yes	yes/	yes	1	1 year = 1 year	
26. Montréal*	6/	associate	6			yes	2	1 year= 1 year	
27. Mount Allison	6/				yes/				
28. Mount Saint Vincent	6/			yes	yes/	yes	2	1 year = 1 year	
29. New Brunswick	6/			yes					
30. Nova Scotia Agricultural	7[10]/					no			

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31.	Nova Scotia Art and Design	6/3			yes					
32.	Nova Scotia Technical	7/								normally 2
33.	OISE	9/4½	faculty rank		yes					
34.	Ottawa*	6/	lecturer	6	yes	yes/				
35.	Prince Edward Island	6/			yes		yes			
36.	Québec Chicoutimi*	6/	category 3				yes	2	1 year = 1 year	
37.	Québec Montréal*	6/								
38.	Québec Rimouski*	6/								
39.	Québec Trois-Rivières*	6/	category 2 of salary scale and doctorate		yes	yes/	yes			62
40.	Québec CEUOQ*	6/	cateogry 2 of salary scale and doctorate		yes	yes/	yes			63
41.	Québec INRS*	6/					yes			
42.	Québec ENAP*	6/	category 3 or 4							5
43.	Québec Armand-Frappier*	6/					yes			
44.	Queen's	6/			yes		yes[11]			
45.	Regina*	6/	lecturer[12]	6	yes					
46.	Royal Military	6/			yes		yes[13]	3		
47.	Ryerson	6/								
48.	Sainte-Anne	6/				yes/				
49.	St. Francis Xavier	6/	assistant	6	yes					
50.	St. Jerome's	6/	lecturer	3	yes					
51.	Saint Mary's*	6/	assistant	6	yes					
52.	Saint Paul	6/	lecturer	6						
53.	St. Thomas*	6/3			yes		yes			
54.	St. Thomas More	6/				yes[14]/				
55.	Saskatchewan*	6/			yes	yes/				
56.	Sherbrooke*	6/			yes	yes/	yes	3		
57.	Simon Fraser	12 semesters required for leave of 3 semesters			yes		yes	4 semesters	1 year = 1 teaching semester	
58.	Toronto	6/								
59.	Trent	6/3			yes		yes	3	2 years = 1 year	
60.	Victoria (British Columbia)	6/3			yes	yes/yes				

A. SOME CONDITIONS OF ELIGIBILITY

University	1. Years of service required for 12/6 month leave	2. Lowest professional rank eligible	3. Minimum number of years in eligible ranks	4. Full-time faculty only	5. Tenure a requirement for 12/6 month leave	6. External credit considered	7. Maximum years of allowable external credit	8. Conversion of external credit to credit at home university	9. Maximum age or years before retirement
61. Victoria (Ontario)	6/								
62. Waterloo	6/	assistant	6	yes					
63. Western Ontario	6/	assistant	6	yes		yes	3	2 years = 1 year	
64. Wilfrid Laurier	6/			yes	yes/				
65. Windsor*	6/				yes/	yes			
66. Winnipeg	6/								
67. York*	6/			yes	yes/	yes	3	2 years = 1 year	

*Indicates those universities whose faculty are certified before the provincial labour relations board

N.B. Six-month leave indicates a sabbatical leave normally taken after three years of service, not after six years of service

1. The possibility of taking into account years of service at another university must be stated in the letter of appointment.
2. For staff members who were appointed with the Faculty Handbook (1968) as part of their contracts of appointment, service at another institution where the duties of the staff members were analogous to those performed at The University of Alberta may be accepted as part of the service eligibility requirements in accordance with the regulations in effect at the time of such appointments.
3. Six-month leave is not to be taken two years before retirement.
4. For a twelve-month and six-month leave respectively.
5. In some instances it may be possible for a faculty member to take a year's sabbatical leave before the end of six years' service by contracting with the University to return for the balance of the six-year period.
6. One year of external credit is granted for a six-month leave.
7. One year of credit is granted to those who have served as a lecturer at King's College for three years.
8. Length of the leave is to be determined by the nature of the project and the effect of the member's absence on the work of the department.
9. The leave may be granted after a shorter period if warranted.
10. The leave is up to ten months duration.
11. If service prior to appointment at Queen's University is to be counted towards the period of first eligibility, this must be settled at the time of appointment.
12. Under special circumstances other academic staff may apply.
13. Tenure is required at other institution.
14. Consideration may be given to non-tenured rank.

B. APPLICATION AND DECISION

University	1. Application to include	2. Latest date of submission in year preceding 12/6month leave	3. Latest date of university's decision	4. Designated periods of 12 month leave	5. Designated periods of 6 month leave	6. Maximum postponement of leave by university	7. Maximum percentage or number of faculty on concurrent leave
1. Acadia*	statement of proposed program	November 1/ November 1	January 15	July 1 - June 30	January 1 - June 30 or July 1 - December 31	1 year	
2. Alberta	proposed program	October 15/October 15			July 1 - December 31 or January 1 - June 30	12 months	10% in Faculty
3. Athabasca	kind requested, outline, location, academic value of proposed activities	October 1/October 1	normally 4 months prior to leave	normally July 1	normally January 1 or July 1		
4. Bishop's*	description of work, financial aid sought[1]	December 31/June 30 and December 31		July 1	January 1 or July 1		
5. Brandon*	statement of plans[2]	September 1/ September 1	October 30	July 1 - June 30	July 1 - December 31 or January 1 - June 30		13%[3]
6. British Columbia		preferably 1 year		normally July 1 - June 30 or September 1 - August 31			
7. Brock	outline of proposed scholarly research	normally 1 year/ normally 1 year			January 1 or July 1		
8. Calgary		November 15/ November 15	December 31	normally July 1	normally July 1	preferably not more than 2 years	
9. Cape Breton*		normally November 1/					
10. Carleton*	nature and location of activities, estimated travel expenses, income above sabbatical allowance	October 31/October 31		July 1	July 1 or January 1	1 year	
11. Concordia		September 1/		normally July 1			
12. Dalhousie*	outline of program	October 31/October 31			July or January		
13. Guelph	tentative plan for leave period						
14. Huron	sabbatical program						
15. King's (Nova Scotia)	outline of program	October 31/October 31		academic year	July or January		

16. King's (Ontario)	outline of proposed program date, duration, budget for leave	normally October 1/	January 31				
17. Lakehead	plans for proposed leave	November 1/					10%
18. Laurentian	description of research project, source of funds sought	September 30/	January 15	July 1			
19. Laval*	program of work, financial aid sought or received	September/	December 31				
20. Lethbridge	kind requested, statement of proposed work, reasons for location, academic value of activities[4]	July 1/July 1	normally 6 months prior to leave	normally July 1	normally January 1 or July 1		8%
21. Manitoba*		October 1/October 1	normally 6 months prior to leave	normally July 1	normally January 1 or July 1	2[5]	86%
22. McGill	intention to return, statement of leave plans						
23. McMaster	purpose of leave, grants sought	January 15/		normally July 1 or January 1			
24. Memorial		preferably 1 year prior to leave/		normally September 1 - August 31			
25. Moncton*	program of proposed work	September 30/	December 31	July 1 - June 30			6%
26. Montréal*	program of work	December 1 and June 1/[6]	90 days after submission of application	June 1 or January 1		1 year	
27. Mount Allison	program of study	October/					
28. Mount Saint Vincent	details of proposed research	October 15/	November 15				
29. New Brunswick		October 31/	December 31[7]	normally July 1			
30. Nova Scotia Agricultural							
31. Nova Scotia Art and Design		February 1 and March 1[8]/ February 1 and March 1[8]	6 weeks after submission of application	January	January		
32. Nova Scotia Technical							
33. OISE	nature of intended study			any period[9]	any period[9]	1 year	
34. Ottawa*	description of proposed leave	November 1/	January 15	normally July 1		3 years	
35. Prince Edward Island	program and purpose of leave	July 1/	December 1				

B. APPLICATION AND DECISION

University	1. Application to include	2. Latest date of submission in year preceding 12/6month leave	3. Latest date of university's decision	4. Designated periods of 12 month leave	5. Designated periods of 6 month leave	6. Maximum postponement of leave by university	7. Maximum percentage or number of faculty on concurrent leave
36. Québec Chicoutimi*		6 months prior to leave/		normally June 1, September 1 or January 1			
37. Québec Montréal*	aims, description of work, location, external remuneration sought[10]	March 1/	May 31				10% - 12%
38. Québec Rimouski*	outline, location of work[11]	Jahuary/	March 1	normally June 1 - May 31			10%
39. Québec Trois-Rivieres*	program of research[12]	June 30/	March 1	June 1			10% - 12%
40. Québec CEUOQ*	proposed outline of research[12]	March 5/					10% - 12%
41. Québec INRS*		6 months prior to leave/			normally June 1		
42. Québec ENAP*	description of proposed activities[14]	November 1/		June 1			1%
43. Québec Armand-Frappier*	program of proposed activities[15]	6 months prior to leave/					
44. Queen's	nature, location, duration of work, financial support sought	October 1/		normally July 1 or January 1			
45. Regina*	statement of plans, benefits to member and institution	8 months prior to leave/	5 months prior to leave	July 1			
46. Royal Military College	statement of leave objectives	November 1/					
47. Ryerson		8 months prior to leave/	4 months prior to leave				15% of any department[16]
48. Sainte-Anne		September 1/	February 1				
49. St. Francis Xavier	proposal for scholarly activities	normally August 1/	January 31				
50. St. Jerome's		12 months prior to leave/	6 months after submission of application	subject to teaching considerations			

51. Saint Mary's*	statement of proposed study	March 1/	October 1	September 1 - August 31			
52. Saint Paul		10 months prior to leave/					
53. St. Thomas*	statement of proposed study	August 1/August 1	October 15	academic year	July 1 - December 31 or January 1 - June 30	2 years	
54. St. Thomas More	statement of proposed program	October 1/					
55. Saskatchewan*		September 30/	December 15	normally July 1			1/8 of tenured staff
56. Sherbrooke*	budget, aims of research[17]	December 1/	February 15				
57. Simon Fraser	outline of proposed study	12 months prior to leave/		normally May 1 or September 1			
58. Toronto	statement of proposed research and scholarship	October 31/		normally July 1			
59. Trent	anticipated plans for leave	November 1[18]/ November 1[18]	December 1[19]	usually July 1 - June 30 or January 1 - December 31	July 1 - December 31 or January 1 - June 30		
60. Victoria (British Columbia)	statement of proposed program	March 15/		normally July 1 or January 1			
61. Victoria (Ontario)	statement of proposed study	October 31/		normally July 1			
62. Waterloo	financial support sought	6 months prior to leave/			normally January 1, May 1, September 1 or July 1		
63. Western Ontario	outline of program, dates, duration, budget of leave	normally October 1/					
64. Wilfrid Laurier		normally 8 months prior to leave/		normally July 1			
65. Windsor*	statement of proposed study	July 1/	December 15	July 1		1 year	
66. Winnipeg		October 1 or February 1[20]/	April 1	July 1, September 1 or January 1			
67. York*	statement of program of activities	15 months prior to leave/		normally July 1 or January 1		1 year	

*Indicates those universities whose faculty are certified before the provincial labour relations board

N.B. Six-month leave indicates a sabbatical leave normally taken after three years of service, not after six years of service

1. Also to be included are details of travel grants received or applied for, and letters from any institutions in which the work is to be undertaken confirming that the necessary facilities will be made available to the member.
2. Also to be included are the benefits which shall accrue to the applicant, institution and academic community.

3. Ordinarily, no more than 1 member from a department of 4 or fewer eligible members, 2 members from a department of 5 to 9 eligible members, 3 members from a department of 10 to 14 eligible members, 4 members from a department of 15 or more eligible members shall be on paid leave other than sick, compassionate, or maternity leave at any one time. The employer may permit these quotas to be exceeded.
4. Also to be included are evidence from accomplishments at the University that the applicant is likely to accomplish enough to justify the sabbatical leave and a description of the way in which the accomplishments while on sabbatical leave will be recorded and reported to the Dean.

B. APPLICATION AND DECISION

5. The name of any member denied a research/study leave for two (2) consecutive years because of the application of 2. c) iv) b) and/or c) shall be forwarded to the Association.
6. For leaves beginning June 1 and January 1 respectively.
7. Or as soon thereafter as practicable.
8. For leaves beginning September and January respectively.
9. Up to one year.
10. Also to be included is a departmental recommendation.
11. Also to be included is a departmental recommendation.
12. Also to be included is a departmental recommendation.
13. Also to be included is a favourable departmental recommendation.
14. Also to be included are; a presentation of the financial implications of the project for ENAP with their justification; the agreement of the organization hosting the professor during his sabbatical leave; and favourable statements by the director of faculty development, the faculty association and the evaluation committee.
15. Also to be included are objectives set and means of achieving them.
16. Departments with fewer than seven members will be given special consideration.
17. Also to be included are the means of realizing those aims.
18. Twenty months prior to academic year of chosen leave.
19. Nineteen months prior to academic year of chosen leave.
20. For leaves beginning July 1, September 1 or January 1 respectively.

C. FINANCIAL SUPPORT

University	1. Maximum percentage of university salary for 12/6 month leave	2. Additional university grants available	3. Application for external assistance suggested	4. Paid employment allowed	5. Total remuneration allowed	6. If total remuneration exceeds 5., university salary reduced	7. Fringe benefits maintained	8. Portion of university salary may be awarded as a research grant
1. Acadia*	75[1]/60[2]				university salary		all	
2. Alberta	80/80		yes	no[3]	basic salary	yes		yes
3. Athabasca	80/80		yes		normal salary	yes	all	yes
4. Bishop's*	100 less 80 of value of total financial assistance						all	yes
5. Brandon*	80/		yes		basic salary	yes	all	yes
6. British Columbia	60/		yes[4]		full salary	yes	all	
7. Brock	70/	yes	yes	yes	normal salary			
8. Calgary	80/80		yes	not without permission	full salary	yes	all	
9. Cape Breton*	66$^{2}/_{3}$[5]		yes		full salary	yes	all	
10. Carleton*	70[6]/50		yes	yes	150% of nominal salary		all	yes
11. Concordia	85/		yes	yes	regular salary	yes	all	yes
12. Dalhousie*	50/50						all	
13. Guelph	75/			yes[7]	full salary	yes	all	
14. Huron	50/							
15. King's (Nova Scotia)	75/75		yes		[8]	yes	all	
16. King's (Ontario)	75/		yes		full salary	yes	all	
17. Lakehead	75/						[9]	
18. Laurentian	70[10]/		yes	not without permission			all	yes
19. Laval*	100/		yes	yes[11]	normal salary			
20. Lethbridge	80/				normal salary	yes	all	yes
21. Manitoba*	80/80		yes	not without permission	normal earnings	yes	all	yes
22. McGill	75/	yes	yes		100% of salary[12]	yes	all	yes
23. McMaster	75/		yes	not without permission			all	
24. Memorial	75/			not without permission	basic salary	yes[13]		
25. Moncton*	75/				120% of actual salary		all	

26.	Montréal*	85/		yes			yes		
27.	Mount Allison							all	
28.	Mount Saint Vincent	75/		yes	not without permission	full annual salary		all	yes
29.	New Brunswick	75/		yes		basic salary	yes	all	
30.	Nova Scotia Agricultural	50/				basic salary	yes		
31.	Nova Scotia Art and Design	50/50		yes	yes	normal salary	yes	all	
32.	Nova Scotia Technical	100/							
33.	OISE	full basic salary					yes	all	yes
34.	Ottawa*	75[14]/		yes	not without approval			all	yes
35.	Prince Edward Island	75/		yes	not without agreement	regular salary		all	
36.	Québec Chicoutimi*	80/		yes		normal salary		all	
37.	Québec Montréal*	75/		yes	no[15]	100% of salary	yes		
38.	Québec Rimouski*	75/		yes	yes[16]	100% of salary	yes		
39.	Québec Trois-Rivières*	80/		yes		100% of salary	yes		
40.	Québec CEUOQ*	75/		yes		100% of salary	yes		
41.	Québec INRS*	75%		yes		normal salary		all	
42.	Québec ENAP*	75/		yes		normal salary	yes	all	
43.	Québec Armand-Frappier*	75/		yes		normal salary	yes	all	
44.	Queen's	75/	yes	yes	no[17]	regular salary	yes	all	yes
45.	Regina*	80/				normal salary			yes
46.	Royal Military	66/		yes		gross regular salary		all	
47.	Ryerson	60[18]/				normal salary	yes	all	
48.	Sainte-Anne	75/						all	
49.	St. Francis Xavier	70[19]/		yes		full salary	yes	all	
50.	St. Jerome's	70[20]/							yes

C. FINANCIAL SUPPORT

University	1. Maximum percentage of university salary for 12/6 month leave	2. Additional university grants available	3. Application for external assistance suggested	4. Paid employment allowed	5. Total remuneration allowed	6. If total remuneration exceeds 5., university salary reduced	7. Fringe benefits maintained	8. Portion of university salary may be awarded as a research grant
51. Saint Mary's*	75[21]/		yes	not without permission[22]	normal salary entitlement	yes	all	
52. Saint Paul	50[23]/		yes				all	
53. St. Thomas*	75[24]/75[25]				normal salary	yes	all	yes
54. St. Thomas More	80/							
55. Saskatchewan*	80/				university salary	yes		yes
56. Sherbrooke*	75/		yes		more than 100% of salary[26]	yes		
57. Simon Fraser	60/		yes	not without permission	normal salary	yes	all	
58. Toronto	75/						all	yes
59. Trent	60[27]/60[28]							
60. Victoria (British Columbia)				not without approval	regular full-time salary	yes	all	yes
61. Victoria (Ontario)	75/						all	yes
62. Waterloo	66/						all	yes
63. Western Ontario	75/		yes		full salary	yes	all	
64. Wilfrid Laurier	75/	yes	yes		100% of salary	yes	all	yes
65. Windsor*	75[29]/		yes	not without approval			all	yes
66. Winnipeg	80/							
67. York*	75/		yes	not normally[30]	100% of normal professional income	yes	all	yes

*Indicates those universities whose faculty are certified before the provincial labour relations board

N.B. Six-month leave indicates a sabbatical leave normally taken after three years of service, not after six years of service.

1. After less than seven years, 75% of salary.
   After less than eight years, 87½% of salary.
   After less than nine years, 87½% of salary.
   After ten or more years, 100% of salary.
2. After less than four years, 66$^{2}/_{3}$% of salary.
   After less than five years, 83$^{1}/_{3}$% of salary.
   After six or more years, 100% of salary.
3. Except in the case of Special Session teaching at the University of Alberta.
4. Before doing so, however, he should obtain from his Head or Director, and his Dean, an indication that they will support his application for leave.
5. After seven years, 75% of salary.
   After eight years, 83$^{1}/_{3}$% of salary.
   After nine years, 91$^{2}/_{3}$% of salary.
   After ten years and beyond, 100% of salary.
6. Those faculty members who are required by employer to delay the leave shall be entitled to 75% of nominal salary for that year.
7. Not to such an extent that the basic purpose of the leave cannot be accomplished.
8. Where external funds from grants or for services rendered exceed reasonable costs of research, relocation and loss of income associated with the leave, the University salary during the leave may be reduced, by any excess, up to 15% of salary.

9. The University's contribution to the pension fund for the faculty member on leave shall be 6% of the sabbatical allowance paid. Group life, salary continuance and health benefit contributions shall be made by the University during the year of the leave in the regular amount of 70% of the premiums.

10. After seven years, 80% of salary.
After eight years, 90% of salary.
After nine years, 100% of salary.

11. For clarification see paragraph 19. of policy.

12. For certain exceptions that are permitted see paragraph 10. of policy.

13. Sabbatical grant may be reduced.

14. Those faculty members who are asked to postpone the leave may request an increase in the sabbatical allowance of 5% for every year up to 90%.

15. For clarification see paragraph 9.b) policy.

16. For clarification see paragraph 16. of policy.

17. Except for occasional work of a limited scope.

18. After seven years, 70% of salary.
After eight years, 80% of salary.
Both service criteria and salary may be adjusted by mutual agreement between the Board and the faculty member.

19. After seven years, 71% of salary.
After eight years, 72% of salary.
After nine years, 73% of salary.
After ten years, 75% of salary.

20. After seven years, 80% of salary.
After eight years, 90% of salary.
After nine or more years, 100% of salary.

21. After eight years, 80% of salary.

22. In general, during the leave period, a faculty member shall not accept paid outside employment other than that which contributes to the faculty member's professional development.

23. When a professor is unable to take sabbatical leave for administrative reasons — for example, because he cannot be replaced — financial compensation is increased by five per cent for each year of further delay, up to 100 per cent of his salary. This maximum compensation is reached after sixteen (16) years of service.

24. If a faculty member is asked by the university to postpone a full sabbatical leave for one or two years or if a faculty member asks to have a full sabbatical leave postponed for one or two years for reasons approved by the academic vice-president, he or she shall be awarded, at his or her choice, either an increase in his or her sabbatical remuneration of 5% for each year of postponement or credit of one year towards his or her next full sabbatical leave for each year of postponement.

25. If a faculty member is granted a half-year sabbatical following more than four years of full-time service without sabbatical leave, his or her salary, shall be 80% of normal salary for the period of leave.

26. If it feels that the costs occasioned by the sabbatical leave so justify; if not, the amount saved will be distributed by the university in such a way as to provide to other tenured researchers or professors on sabbatical leave a standard percentage of their salaries.

27. After seven "EYS", 80% of salary.
After eight "EYS", 90% of salary.
After nine "EYS", 100% of salary.

28. After four "EYS", 80% of salary.
After five "EYS", 100% of salary.

29. After seven years, 75% of salary.
After eight years, 80% of salary.
After nine years, 90% of salary.
After ten years, 100% of salary.
A successful applicant whose sabbatical leave is postponed for one year by the University shall have his/her sabbatical salary allowance increased by 5% of his/her salary.

30. A faculty member wishing to obtain a full-time salaried position elsewhere will normally resign or make application for a leave of absence without pay.

D. OTHER CONDITIONS PERTAINING TO SABBATICAL LEAVE

University	1. Responsibility to return to home university	2. Minimum service required following return	3. Monies to be reimbursed for failure to return	4. Report required on sabbatical activities	5. Deadline for submission of report	6. Sabbatical may be taken at home university	7. Sabbatical may be used to pursue graduate degree
1. Acadia*	yes[1]	1 year[1]	sums expended by university				
2. Alberta	yes		12½% of total salary received[2]	yes	3 months	normally elsewhere	yes[3]
3. Athabasca					yes		
4. Bishop's*				yes	3 months	yes[4]	
5. Brandon*	yes[5]	period equal to length of leave[5]	amount equal to leave salary[5]	yes	October 1		
6. British Columbia	assumed						
7. Brock				yes			
8. Calgary	yes	period equal to length of leave	amount of assistance received	yes			no
9. Cape Breton*							
10. Carleton*	normally			yes	3 months		
11. Concordia							yes
12. Dalhousie*							
13. Guelph	expected	1 year					
14. Huron							
15. King's (Nova Scotia)				expected			
16. King's (Ontario)							
17. Lakehead	should but not required			anticipated			
18. Laurentian	yes	1 year	sabbatical stipend	yes			
19. Laval*	yes	1 year	university contribution with 8% interest	upon request			
20. Lethbridge							
21. Manitoba*	yes	period equal to length of leave				yes	
22. McGill	yes	1 year		yes			
23. McMaster				expected			
24. Memorial	expected	1 year	sabbatical grant				
25. Moncton*	yes	1 year	sums advanced by university	yes		no	

26. Montréal*	yes		salary and expenses paid by university	yes	3 months	no[6]	
27. Mount Allison	yes	1 year		yes			
28. Mount Saint Vincent	expected	1 year				normally elsewhere	no
29. New Brunswick	expected[7]					yes	
30. Nova Scotia Agricultural							
31. Nova Scotia Art and Design	yes	1 year		expected			
32. Nova Scotia Technical	may be required		some or all of support received				
33. OISE	yes[8]			yes			no
34. Ottawa*	yes	1 year		yes	30 days		
35. Prince Edward Island							
36. Québec Chicoutimi*	yes	2 years	full amount received[9]			no	
37. Québec Montréal*	yes	period equal to length of leave	[10]	yes		normally elsewhere	yes
38. Québec Rimouski*	yes	twice the length of leave	sums received from university[11]	yes		normally elsewhere	
39. Québec Trois-Rivières*	yes	twice the length of leave	sums received from university[12]	yes		no	yes
40. Québec CEUOQ*	yes	period qual to length of leave	[13]	yes		no	
41. Québec INRS*			half of aid received from university[14]			no	
42. Québec ENAP*	yes	3 years	amount equal to period of service not completed			no	
43. Québec Armand-Frappier*			amount equal to[15] money received				
44. Queen's	yes	period equal to length of leave				normally elsewhere	
45. Regina*	yes	2 years	direct costs associated with leave	yes	3 months		
46. Royal Military College		normally 3 years		yes			
47. Ryerson	expected						
48. Sainte-Anne	yes	2 years	sums received from university				
49. St. Francis Xavier							
50. St. Jerome's	expected[16]	1 year		expected			

D. OTHER CONDITIONS PERTAINING TO SABBATICAL LEAVE

University	1. Responsibility to return to home university	2. Minimum service required following return	3. Monies to be reimbursed for failure to return	4. Report required on sabbatical activities	5. Deadline for submission of report	6. Sabbatical may be taken at home university	7. Sabbatical may be used to pursue graduate degree
51. Saint Mary's*	expected	period equal to length of leave		yes		normally elsewhere	
52. Saint Paul	yes	1 year		yes			
53. St. Thomas*							
54. St. Thomas More				yes			
55. Saskatchewan*	expected	1 year		yes	3 months	not encouraged	no[17]
56. Sherbrooke*	yes	period equal to length of leave	sums received from university	yes	1 month		
57. Simon Fraser	expected	2 semesters	all or part of monies received	yes			no
58. Toronto				yes			
59. Trent				yes			
60. Victoria (British Columbia)	yes	period equal to length of leave		yes	3 months		no
61. Victoria (Ontario)				yes			
62. Waterloo	expected	1 year		expected			not normally
63. Western Ontario							
64. Wilfrid Laurier				yes		not normally	
65. Windsor*	yes[18]	1 year		yes	90 days		yes
66. Winnipeg	expected	period equal to length of leave		expected			yes[19]
67. York*				yes	November 1		

*Indicates those universities whose faculty are certified before the provincial labour relations board

N.B. Six-month leave indicates a sabbatical leave normally taken after three years of service, not after six years of service.

1. The recipients of sabbatical leave may, if they establish to the satisfaction of the Board that the circumstances warrant it, negotiate their release from the obligation provided they reimburse the University for the sums expended.
2. A staff member shall if requested by the University sign an agreement to that effect prior to going on leave.
3. Study leave is not primarily intended to permit a staff member to qualify for an advanced degree, but it is permissible to do so and to receive credits in advanced courses.
4. In exceptional cases.
5. This requirement may be waived by mutual agreement of the member and the employer.
6. During his sabbatical leave, the professor must conduct his activities in a place of higher education or research other than the Université de Montréal, unless the latter agrees to make an exception in his case.

7. On application to the President, the requirement may be waived in a case of hardship or when substantial professional advancement would be denied.
8. Faculty members granted study leave should recognize an obligation to return to the Institute following the period of study leave.
9. If, at the end of his sabbatical leave, the professor decides to pursue his career elsewhere in the Quebec public or parapublic sector, he is not required to reimburse any amount received in the form of assistance from the university during his sabbatical leave.
10. If, at the end of his sabbatical leave, the employee pursues his career in the public or parapublic sector, he will not be required to make any reimbursement.
11. This requirement is waived if the professor can prove that he is pursuing his career in the Quebec public or parapublic sector.
12. If, at the end of his sabbatical leave, the professor decides to pursue his career elsewhere in the Quebec public or parapublic sector, he is not required to reimburse any amount received in the form of assistance from the university during his sabbatical leave.

13. If, at the end of his sabbatical leave, the professor pursues his career in the Quebec public or parapublic sector, he will not be required to make any reimbursement.

14. If at the end of his sabbatical leave, the professor decides to pursue his career elsewhere in the public or parapublic sector, he is not required to reimburse any amount received in the form of assistance from INRS during his sabbatical leave.

15. If, at the end of his sabbatical leave, the professor decides to pursue his career elsewhere in the public or parapublic sector, he is not required to reimburse any amount received in the form of assistance from the Institute during his sabbatical leave.

16. In exceptional cases (force majeure) the leave granting authority may, at its discretion, waive, in full or in part, the obligation in the matter of return.

17. Sabbaticals are not granted to permit study for a degree considered to be qualification for regular appointment unless the Sabbatical Leave Committee is satisfied that all requirements of the degree will be met during the period of the leave.

18. The parties recognize that it would be improper, unless in very exceptional circumstances, for a faculty member not to return to the University for at least 1 year following a sabbatical leave.

19. Leaves to complete graduate work will be considered on an ad hoc basis.

A. CERTAINES CONDITIONS D'ADMISSIBILITÉ

Université	1. Années de service requises pour un congé de 12/6 mois	2. Rang minimal d'enseignant requis aux fins de l'admissibilité	3. Nombre minimal d'années passées en emploi admissible	4. Professeur à plein temps seulement	5. Permanence requise aux fins du congé de 12/6 mois	6. Crédits extérieurs pris en considération	7. Nombre maximal d'années de crédits extérieurs admissibles	8. Conversion des crédits extérieurs en crédits de l'université d'attache	9. Age maximal ou nombre d'années avant la retraite
1. Acadia*	6/3			oui	/oui	oui[1]			
2. Alberta	6/3				/oui	oui[2]			
3. Athabasca	6/3			oui					
4. Bishop's*	6/3	chargé de cours	4	oui		oui	2	2 ans = 1 an	5[3]
5. Brandon*	6/3				oui/oui	oui	2/1[4]	2 ans = 1 an	
6. British Columbia	4/	adjoint	2	oui	préférence accordée/				
7. Brock	6[5]/3			oui		oui			
8. Calgary	6/3				/normalement	oui[6]	2	2 ans = 1 an	
9. Cape Breton*	6/	adjoint	6	oui					
10. Carleton*	6/3			oui	/oui	oui	2	2 ans = 1 an	
11. Concordia	6/	chargé de cours		oui					
12. Dalhousie*	6/3			oui	/oui	non			
13. Guelph	6/				oui/	non			
14. Huron	6/					non			
15. King's (Nouvelle-Écosse)	6/3			oui	/oui				
16. King's (Ontario)	6/	adjoint[2]	6	oui		oui	2	2 ans = 1 an	
17. Lakehead	6/			oui	oui/	oui		la moitié des crédits pour service ailleurs	
18. Laurentienne	6/	adjoint	2	oui		oui	3	2 ans = 1 an	
19. Laval*	6/	associé							
20. Lethbridge	6/3			oui	oui/oui				
21. Manitoba*	6/3			oui					
22. McGill	6/					oui	2		
23. McMaster	6[8]/	chargé de cours	6	oui	oui/				
24. Memorial	6[9]/			oui		non			
25. Moncton*	6/			oui	oui/	oui	1	1 an = 1 an	
26. Montréal*	6/	associé	6			oui	2	1 an= 1 an	
27. Mount Allison	6/				oui/				
28. Mount Saint Vincent	6/			oui	oui/	oui	2	1 an = 1 an	
29. New Brunswick	6/			oui					
30. Nova Scotia Agricultural	7[10]/					non			

31. Nova Scotia Art and Design	6/3			oui					
32. Nova Scotia Technical	7/								
33. OISE	9/4½	rang de professeur		oui					normalement 2
34. Ottawa*	6/	chargé de cours	6	oui	oui/				
35. Prince Edward Island	6/			oui		oui			
36. Québec Chicoutimi*	6/	catégorie 3				oui	2	1 an = 1 an	
37. Québec Montréal*	6/								
38. Québec Rimouski*	6/								
39. Québec Trois-Rivières*	6/	2e catégorie dans l'échelle des salaires et doctorat		oui	oui/	oui			62
40. Québec CEUOQ*	6/	2e catégorie dans l'échelle des salaires et doctorat		oui	oui/	oui			63
41. Québec INRS*	6/					oui			
42. Québec ENAP*	6/	catégorie 3 ou 4							5
43. Québec Armand-Frappier*	6/					oui			
44. Queen's	6/			oui		oui[11]			
45. Regina*	6/	chargé de cours[12]	6	oui					
46. Collège Militaire Royal	6/			oui		oui	3[13]		
47. Ryerson	6/								
48. Sainte-Anne	6/				oui/				
49. St. Francis Xavier	6/	adjoint	6	oui					
50. St. Jerome's	6/	chargé de cours	3	oui					
51. Saint Mary's*	6/	adjoint	6	oui					
52. Saint Paul	6/	chargé de cours	6						
53. St. Thomas*	6/3			oui		oui			
54. St. Thomas More	6/				oui[14]/				
55. Saskatchewan*	6/			oui	oui/				

A. CERTAINES CONDITIONS D'ADMISSIBILITÉ

Université	1. Années de service requises pour un congé de 12/6 mois	2. Rang minimal d'enseignant requis aux fins de l'admissibilité	3. Nombre minimal d'années passées en emploi admissible	4. Professeur à plein temps seulement	5. Permanence requise aux fins du congé de 12/6 mois	6. Crédits extérieurs pris en considération	7. Nombre maximal d'années de crédits extérieurs admissibles	8. Conversion des crédits extérieurs en crédits de l'université d'attache	9. Age maximal ou nombre d'années avant la retraite
56. Sherbrooke*	6/			oui	oui/	oui	3		
57. Simon Fraser	12 semestres requis pour un congé de 3 semestres/			oui		oui	4 semestres	1 année = 1 semestre d'enseignement	
58. Toronto	6/								
59. Trent	6/3			oui		oui	3	2 ans = 1 an	
60. Victoria (Colombie-Britannique)	6/3			oui	oui/oui				
61. Victoria (Ontario)	6/								
62. Waterloo	6/	adjoint	6	oui					
63. Western Ontario	6/	adjoint	6	oui		oui	3	2 ans = 1 an	
64. Wilfrid Laurier	6/			oui	oui/				
65. Windsor*	6/				oui/	oui			
66. Winnipeg	6/								
67. York*	6/			oui	oui/	oui	3	2 ans = 1 an	

*Indique les universités dont le corps professoral est accrédité devant la Commission provinciale des relations de travail

N.B. Le congé de six mois indique un congé sabbatique qui se prend normalement après trois années de service et non après six années de service.

1. La possibilité de tenir compte des années de service accumulées dans une autre université doit être mentionnée dans la lettre de nomination.
2. Dans le cas des membres du corps professoral dont le contrat de nomination fait état du manuel des professeurs (1968), les années de service accumulées dans un autre établissement où les fonctions des professeurs correspondaient exactement à celles qui sont exercées à The University of Alberta peuvent être acceptées comme partie de la période de service requise conformément aux règlements en vigueur au moment des nominations en question.
3. Le congé de six mois ne doit pas être pris deux ans avant la retraite.
4. Pour un congé de douze mois et un congé de six mois, respectivement.
5. Dans certains cas, il peut être possible à un professeur de prendre une année de congé sabbatique avant la fin d'une période de service de six ans s'il s'engage à retourner à l'université pour le reste de la période de six ans.
6. Un crédit extérieur d'un an est accordé pour un congé de six mois.
7. Un crédit d'un an est accordé a ceux qui ont rempli les fonctions de chargé de cours au King's College pendant trois ans.
8. La durée du congé doit être déterminée par la nature de l'entreprise et par les répercussions de l'absence du membre sur le travail du département.
9. Le congé peut être accordé après une période plus courte si les circonstances le justifient.
10. La durée du congé peut aller jusqu'à dix mois.
11. Si le service antérieur à la nomination à la Queen's University doit entrer en ligne de compte pour permettre de satisfaire à la période de service requise aux fins de la première admissibilité, la question doit être réglée au moment de la nomination.
12. Dans des circonstances spéciales, d'autres membres du personnel universitaire peuvent présenter une demande.
13. On exige la permanence à l'autre établissement.
14. Il peut arriver qu'on prenne en considération des cas de non-permanence.

B. DEMANDE ET DÉCISION

Université	1. À inclure dans la demande	2. Date limite de présentation dans l'année qui précède le congé de 12/6 mois	3. Date limite pour la décision de l'université	4. Périodes désignées pour le congé de 12 mois	5. Périodes désignées pour le congé de 6 mois	6. Ajournement maximal du congé par l'université	7. Pourcentage maximal ou nombre de professeurs en congé simultanément
1. Acadia*	indication du programme projeté	1er novembre/ 1er novembre	15 janvier	1er juillet - 30 juin	1er janvier - 30 juin ou 1er juillet - 31 décembre	1 an	
2. Alberta	programme projeté	15 octobre/15 octobre			1er juillet - 31 décembre ou 1er janvier -30 juin	12 mois	10% du corps professoral
3. Athabasca	genre de congé sollicité, aperçu, endroit, valeur pédagogique des activités projetées	1er octobre/ 1er octobre	normalement 4 mois avant le congé	normalement, 1er juillet	normalement, le 1er janvier ou 1er juillet		
4. Bishop's*	description du travail, aide financière sollicitée[1]	31 décembre/30 juin et 31 décembre		1er juillet	1er janvier ou 1er juillet		
5. Brandon*	indication des projets[2]	1er septembre/ 1er septembre	30 octobre	1er juillet - 30 juin	1er juillet - 31 décembre ou 1er janvier - 30 juin		13%[3]
6. British Columbia		de préférence 1 an/		normalement, 1er juillet - 30 juin, 1er septembre - 31 août			
7. Brock	aperçu des recherches savantes projetées	normalement 1 an/ normalement 1 an			1er janvier ou 1er juillet		
8. Calgary		15 novembre/ 15 novembre	31 décembre	normalement, 1er juillet	normalement, 1er juillet	de préférence au plus 2 ans	
9. Cape Breton*		normalement 1er novembre					
10. Carleton*	nature et lieu des activités, estimation des frais de déplacement, revenu en sus de l'allocation de congé sabbatique	31 octobre/31 octobre		1er juillet	1er juillet ou 1er janvier	1 an	
11. Concordia		1er septembre/		normalement, 1er juillet			
12. Dalhousie*	grandes lignes du programme	31 octobre/31 octobre			juillet ou janvier		
13. Guelph	plan provisoire pour la période de congé						
14. Huron	programme sabbatique						
15. King's (Nouvelle-Écosse)	grandes lignes du programme	31 octobre/31 octobre		année universitaire	juillet ou janvier		

16. King's (Ontario)	grandes lignes du programme projeté, date, durée, budget du congé	normalement, 1er octobre	31 janvier				
17. Lakehead	plans pour le congé projeté	1er novembre/					10%
18. Laurentienne	description des travaux de recherche, sources des fonds demandés	30 septembre/	15 janvier	1er juillet			
19. Laval*	programme de travail, aide financière sollicitée ou reçue	septembre/	31 décembre				
20. Lethbridge	genre demandé, indication des travaux projetés, raisons du choix de l'endroit, valeur pédagogique des activités[4]	1er juillet/1er juillet	normalement 6 mois avant le congé	normalement, 1er juillet	normalement, 1er janvier ou 1er juillet		8%
21. Manitoba*		1er octobre/1er octobre	normalement 6 mois avant le congé	normalement, 1er juillet	normalement, 1er janvier ou 1er juillet	2[5]	86%
22. McGill	intention de retourner, indication des projets pour le congé						
23. McMaster	but, subventions sollicitées	15 janvier/		normalement, 1er juillet ou 1er janvier			
24. Memorial		de préférence 1 an avant le congé/		normalement, 1er septembre - 31 août			
25. Moncton*	programme des travaux projetés	30 septembre/	31 décembre	1er juillet - 30 juin			
26. Montréal*	programme de travail	1er décembre et 1er juin[6]/	90 jours après la présentation de la demande	1er juin, 1er janvier		1 an	
27. Mount Allison	programme d'études	octobre/					
28. Mount Saint Vincent	détails des recherches projetées	15 octobre/	15 novembre				
29. New Brunswick		31 octobre/	31 décembre[7]	normalement, 1er juillet			
30. Nova Scotia Agricultural							

B. DEMANDE ET DÉCISION

Université	1. A inclure dans la demande	2. Date limite de présentation dans l'année qui précède le congé de 12/6 mois	3. Date limite pour la décision de l'université	4. Périodes désignées pour le congé de 12 mois	5. Périodes désignées pour le congé de 6 mois	6. Ajournement maximal du congé par l'université	7. Pourcentage maximal ou nombre de professeurs en congé simultanément
31. Nova Scotia Art and Design		1er février et 1er mars[8]/ 1er février et 1er mars[8]	6 semaines après la présentation de la demande	janvier	janvier		
32. Nova Scotia Technical							
33. OISE	nature des études projetées			n'importe quelle période[9]	n'importe quelle période[9]	1 an	
34. Ottawa*	description du congé projeté	1er novembre/	15 janvier	normalement, 1er juillet		3 ans	
35. Prince Edward Island	programme et but du congé	1er juillet/	1er décembre				
36. Québec Chicoutimi*		6 mois avant le congé/		normalement, 1er juin, 1er septembre ou 1er janvier			
37. Québec Montréal*	buts, description du travail, endroit, rémunération extérieur demandé[10]	1er mars/	31 mai				10% - 12%
38. Québec Rimouski*	grandes lignes, lieu du travail[11]	janvier/	1er mars	normalement, 1er juin - 31 mai			10%
39. Québec Trois-Rivières*	programme de recherches[12]	30 juin/	31 mars	1er juin			10% - 12%
40. Québec CEUOQ*	grandes lignes projetées des recherches[13]	5 mars/					10% - 12%
41. Québec INRS*		6 mois avant le congé/			normalement, 1er juin		
42. Québec ENAP*	description des activités projetées[14]	1er novembre/		1er juin			1%
43. Québec Armand-Frappier*	programme des activités projetées[15]	6 mois avant le congé/					
44. Queen's	nature, endroit, durée du travail, appui financier recherché	1er octobre/		normalement, 1er juillet ou 1er janvier			
45. Regina*	indication des plans, des avantages pour l'institution et le membre	8 mois avant le congé/	5 mois avant le congé	1er juillet			

46. Collège Militaire Royal	indication des buts du congé	1er novembre/					
47. Ryerson		8 mois avant le congé/	4 mois avant le congé				15% de tout département[16]
48. Sainte-Anne		1er septembre/	1er février				
49. St. Francis Xavier	proposition d'activités scolaires	normalement, 1er août/	31 janvier				
50. St. Jerome's		12 mois avant le congé/	6 mois après la présentation de la demande	compte tenu des exigences de l'enseignement			
51. Saint Mary's*	indication des études projetées	1er mars/	1er octobre	1er septembre - 31 août			
52. Saint Paul		10 mois avant le congé/					
53. St. Thomas*	indication des études projetées	1er août/1er août	15 octobre	année universitaire	1er juillet - 31 décembre, 1er janvier - 30 juin	2 ans	
54. St. Thomas More	indication du programme projeté	1er octobre/					
55. Saskatchewan*		30 septembre/	15 décembre	normalement, 1er juillet			1/8 du personnel permanent
56. Sherbrooke*	budget, buts des recherches[17]	1er décembre/	15 février				
57. Simon Fraser	grandes lignes des études projetées	12 mois avant le congé/		normalement, 1er mai ou 1er septembre			
58. Toronto	indication de recherches projetées et de bourse d'études	31 octobre/		normalement, 1er juillet			
59. Trent	projets concernant le congé	1er novembre[18]/ 1er novembre[18]	1er décembre[19]	habituellement 1er juillet 30 juin, 1er janvier - - 31 décembre	1er juillet - 31 décembre, 1er janvier - 30 juin		
60. Victoria (Colombie-Britannique)	indication du programme projeté	15 mars/		normalement, 1er juillet ou 1er janvier			
61. Victoria (Ontario)	indication des études projetées	31 octobre/		normalement, 1er juillet			
62. Waterloo	appui financier demandé	6 mois avant le congé/			normalement, 1er janvier, 1er mai, 1er septembre ou 1er juillet		

B. DEMANDE ET DÉCISION

Université	1. A inclure dans la demande	2. Date limite de présentation dans l'année qui précède le congé de 12/6 mois	3. Date limite pour la décision de l'université	4. Périodes désignées pour le congé de 12 mois	5. Périodes désignées pour le congé de 6 mois	6. Ajournement maximal du congé par l'université	7. Pourcentage maximal ou nombre de professeurs en congé simultanément
63. Western Ontario	indication du programme, des dates, de la durée et du budget du congé	normalement, 1er octobre/					
64. Wilfrid Laurier		normalement 8 mois avant le congé/		normalement, 1er juillet			
65. Windsor*	indication des études projetées	1er juillet/	15 décembre	1er juillet		1 an	
66. Winnipeg		1er octobre ou 1er février[20]/	1er avril	1er juillet, 1er septembre ou 1er janvier			
67. York*	indication du programme d'activités	15 mois avant le congé/		normalement, 1er juillet ou 1er janvier		1 an	

*Indique les universités dont le corps professoral est accrédité devant la Commission provinciale des relations de travail

N.B. Le congé de six mois indique un congé sabbatique qui se prend normalement après trois années de service et non après six années de service.

1. Il faut inclure également des détails concernant les subventions de déplacement obtenues ou sollicitées, ainsi que des lettres de toute(s) institution(s) où le travail doit être exécuté confirmant que les installations nécessaires seront mises à la disposition du membre.
2. Il faut inclure également une indication des avantages que le candidat, l'institution et la collectivité universitaire en retireront.
3. Ordinairement, au plus 1 membre d'un département de 4 membres admissibles ou moins, 2 membres d'un département de 5 à 9 membres admissibles, 3 membres d'un département de 10 à 14 membres admissibles, 4 membres d'un département de 15 membres admissibles ou plus pourront bénéficier en même temps d'un congé rémunéré autre qu'un congé de maladie, un congé de commisération ou un congé de maternité. L'employeur peut autoriser le dépassement de ces quotas.
4. Il faut inclure également une preuve fondée sur les réalisations du candidat à l'université, pour indiquer que ce dernier réussira vraisemblablement à donner un rendement suffisant pour justifier le congé sabbatique, et inclure en même temps une description de la façon dont les réalisations durant le congé sabbatique seront enregistrées et communiquées au doyen.
5. Le nom de tout membre à qui un congé de recherche ou d'étude a été refusé en deux (2) années consécutives à cause de l'application de 2. c) iv b) et(ou) c) sera transmis à l'Association.
6. Pour les congés commençant le 1er juin et le 1er janvier, respectivement.
7. Ou le plus tôt possible après cette date.
8. Pour les congés commençant en septembre et en janvier, respectivement.
9. Jusqu'à un an.
10. Il faut également inclure la recommandation de l'Assemblée départementale.
11. Il faut également inclure une recommandation favorable de son Assemblée départementale.
12. Il faut également inclure une recommandation favorable de son Assemblée départementale.
13. Il faut également inclure une recommandation favorable de son Assemblée départementale.
14. Il faut également inclure la présentation des implications pécuniaires du projet pour l'École et leur justification; l'accord de l'organisme qui accueillera le professeur durant son année sabbatique; les avis favorables du directeur de la formation, de l'Assemblée professorale et du Comité d'évaluation.
15. Il faut également inclure les objectifs recherchés et les moyens envisagés pour les réaliser.
16. Les départements comptant moins de sept membres feront l'objet d'une considération spéciale.
17. Il faut également indiquer la façon de réaliser ces objectifs.
18. Vingt mois avant l'année universitaire du congé choisi.
19. Dix-neuf mois avant l'année universitaire du congé choisi.
20. Pour les congés commençant le 1er juillet, le 1er septembre ou le 1er janvier, respectivement.

C. APPUI FINANCIER

Université	1. Pourcentage maximal du salaire gagné à l'université applicable au congé de 12/6 mois	2. Subventions universitaires additionnelles disponibles	3. Demande d'aide extérieure suggérée	4. Emploi rémunéré permis	5. Rémunération totale permise	6. Si la rémunération globale dépasse 5., le salaire payé par l'université est réduit	7. Maintien des avantages sociaux	8. Une partie du salaire de l'université peut être accordée à titre de subvention à la recherche
1. Acadia*	75[1]/50[2]				salaire de l'université		la totalité	
2. Alberta	80/80		oui	non[3]	salaire de base	oui		oui
3. Athabasca	80/80		oui		salaire normal	oui	totalité	oui
4. Bishop's*	100 moins 80 de la valeur de l'aide financière totale						totalité	oui
5. Brandon*	80/		oui		salaire de base	oui	totalité	oui
6. British Columbia	60/		oui[4]		plein salaire	oui	totalité	
7. Brock	70/	oui	oui	oui	salaire normal			
8. Calgary	80/80		oui	non, sans permission	plein salaire	oui	totalité	
9. Cape Breton*	$66^{2}/_{3}$[5]		oui		plein salaire	oui	totalité	
10. Carleton*	70[6]/50		oui	oui	150% du salaire nominal		totalité	oui
11. Concordia	85/		oui	oui	salaire régulier	oui	totalité	oui
12. Dalhousie*	50/50						totalité	
13. Guelph	75/			oui[7]	plein salaire	oui	totalité	
14. Huron	50/							
15. King's (Nouvelle-Écosse)	75/75		oui	oui	[8]	oui	totalité	
16. King's (Ontario)	75/		oui		plein salaire	oui	totalité	
17. Lakehead	75/						[9]	
18. Laurentienne	70[10]/		oui	non, sans permission			totalité	oui
19. Laval*	100/		oui	oui[11]	salaire normal			
20. Lethbridge	80/				salaire normal	oui	totalité	oui
21. Manitoba*	80/80		oui	non, sans permission	gains normaux	oui	totalité	oui
22. McGill	75/	oui	oui		100% du salaire[12]	oui	totalité	oui
23. McMaster	75/		oui	non, sans permission			totalité	
24. Memorial	75/			non, sans permission	salaire de base	oui[13]		
25. Moncton*	75/				120% du salaire réel		totalité	

26.	Montréal*	85/		oui			oui		
27.	Mount Allison							totalité	
28.	Mount Saint Vincent	75/		oui	non, sans permission	plein salaire annuel		totalité	oui
29.	New Brunswick	75/		oui		*salaire de base*	*oui*	totalité	
30.	Nova Scotia Agricultural	50/				salaire de base	oui		
31.	Nova Scotia Art and Design	50/50		oui	oui	salaire normal	oui	totalité	
32.	Nova Scotia Technical	100/							
33.	OISE	plein salaire de base/					oui	totalité	oui
34.	Ottawa*	75[14]/		oui	non, sans approbation			totalité	oui
35.	Prince Edward Island	75/		oui	non, sans entente	salaire régulier		totalité	
36.	Québec Chicoutimi*	80/		oui		salaire normal		totalité	
37.	Québec Montréal*	75/		oui	non[15]	100% du salaire	oui		
38.	Québec Rimouski*	75/		oui	oui[16]	100% du salaire	oui		
39.	Québec Trois-Rivières*	80/		oui		100% du salaire	oui		
40.	Québec CEUOQ*	75/		oui		100% du salaire	oui		
41.	Québec INRS*	75/		oui		salaire normal		totalité	
42.	Québec ENAP*	75/		oui		salaire normal	oui	totalité	
43.	Québec Armand-Frappier*	75/		oui		salaire normal	oui	totalité	
44.	Queen's	75/	oui	oui	non[17]	salaire régulier	oui	totalité	oui
45.	Regina*	80/				salaire normal			oui
46.	Collège Militaire Royal	66/		oui		salaire régulier brut		totalité	
47.	Ryerson	60[18]/				salaire normal	oui	totalité	
48.	Sainte-Anne	75/						totalité	
49.	St. Francis Xavier	70[19]/		oui		plein salaire	oui	totalité	
50.	St. Jerome's	70[20]/							oui

C. APPUI FINANCIER

Université	1. Pourcentage maximal du salaire gagné à l'université applicable au congé de 12/6 mois	2. Subventions universitaires additionnelles disponibles	3. Demande d'aide extérieure suggérée	4. Emploi rémunéré permis	5. Rémunération totale permise	6. Si la rémunération globale dépasse 5., le salaire payé par l'université est réduit	7. Maintien des avantages sociaux	8. Une partie du salaire de l'université peut être accordée à titre de subvention à la recherche
51. Saint Mary's*	75[21]/		oui	non, sans permission[22]	droit au salaire normal	oui	totalité	
52. Saint Paul	50[23]/		oui				totalité	
53. St. Thomas*	75[24]/75[25]				salaire normal	oui	totalité	oui
54. St. Thomas More	80/							
55. Saskatchewan*	80/				salaire de l'université	oui		oui
56. Sherbrooke*	75/		oui		plus de 100% du salaire[26]	oui		
57. Simon Fraser	60/		oui	non, sans permission	salaire normal	oui	totalité	
58. Toronto	75/						totalité	oui
59. Trent	60[27]/60[28]							
60. Victoria (Colombie-Britannique)				non, sans approbation	salaire normal pour l'emploi à plein temps	oui	la totalité	oui
61. Victoria (Ontario)	75/						totalité	oui
62. Waterloo	66/						totalité	oui
63. Western Ontario	75/		oui		plein salaire	oui	totalité	
64. Wilfrid Laurier	75/	oui	oui		100% du salaire	oui	totalité	oui
65. Windsor*	75[29]/		oui	non, sans approbation			totalité	oui
66. Winnipeg	80/							
67. York*	75/		oui	pas normalement[30]	100% du revenu professionnel normal	oui	totalité	oui

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N.B. Le congé de six mois indique un congé sabbatique qui se prend normalement après trois années de service et non après six années de service.

1. Après moins de sept ans, 75 p. 100 du salaire.
Après moins de huit ans, 87½ p. 100 du salaire.
Après moins de neuf ans, 87½ p. 100 du salaire.
Après dix ans ou plus, 100 p. 100 du salaire.

2. Après moins de quatre ans, $66^{2}/_{3}$ p. 100 du salaire.
Après moins de cinq ans, $83^{1}/_{3}$ p. 100 du salaire.
Après six ans ou plus, 100 p. 100 du salaire.

3. Sauf dans le cas de l'enseignement en session spéciale à l'University of Alberta.

4. Au préalable, cependant, il doit obtenir de son chef ou de son directeur et de son doyen une indication qu'ils appuieront sa demande de congé.

5. Après sept ans, 75 p. 100 du salaire.
Après huit ans, $83^{1}/_{3}$ p. 100 du salaire.
Après neuf ans, $91^{2}/_{3}$ p. 100 du salaire.
Après dix ans ou plus, 100 p. 100 du salaire.

6. Les membres du corps professoral qui sont tenus, par l'employeur, de retarder le congé auront droit à 75 p. 100 du salaire nominal pour cette année-là.

7. Non pas au point d'empêcher la réalisation du but essentiel du congé.

8. Lorsque les fonds de l'extérieur, provenant de subventions ou pour services rendus, dépassent les coûts raisonnables de la recherche, de l'installation ailleurs et de la perte de revenu associée au congé, le salaire de l'université durant le congé pourra être réduit d'un montant correspondant à tout excédent ainsi accusé, jusqu'à concurrence de 15 p. 100 du salaire.

9. La contribution de l'université au fonds de pension, à l'égard du professeur en congé, s'établit à 6 p. 100 de l'allocation de congé sabbatique versée. Les contributions aux fins du régime collectif d'assurance-vie, du maintien du salaire et des prestations en cas de maladie seront versées par l'université durant l'année du congé, dans la proportion normale de 70 p. 100 des primes.

10. Après sept ans, 80 p. 100 du salaire.
Après huit ans, 90 p. 100 du salaire.
Après neuf ans, 100 p. 100 du salaire.

11. Pour plus de précisions, voir l'alinéa 19. de la politique.

12. En ce qui concerne certaines exceptions autorisées, voir l'alinéa 10. de la politique.

13. La subvention de congé sabbatique peut être réduite.

14. Les professeurs à qui on demande de retarder le congé peuvent demander une augmentation de l'allocation de congé sabbatique de 5 p. 100 pour chaque année, jusqu'à concurrence de 90 p. 100.

15. Pour plus de précisions, voir l'alinéa 9.b) de la politique.

16. Pour plus de précisions, voir l'alinéa 16. de la politique.

17. Sauf pour un travail occasionnel de peu d'envergure.

18. Après sept ans, 70 p. 100 du salaire.
Après huit ans, 80 p. 100 du salaire.
Les critères concernant le service, de même que le salaire, peuvent être rajustés d'un commun accord entre le Conseil d'administration et le professeur.

19. Après sept ans, 71 p. 100 du salaire.
Après huit ans, 72 p. 100 du salaire.
Après neuf ans, 73 p. 100 du salaire.
Après dix ans, 75 p. 100 du salaire.

20. Après sept ans, 80 p. 100 du salaire.
Après huit ans, 90 p. 100 du salaire.
Après neuf ans ou plus, 100 p. 100 du salaire.

21. Après huit ans, 80 p. 100 du salaire.

22. En règle générale, durant la période de congé, un professeur ne doit pas accepter un emploi rémunéré à l'extérieur, autre qu'un emploi qui contribue à son développement professionnel.

23. Lorsqu'un professeur ne peut accepter un congé sabbatique à cause de raisons administratives (v.g. remplacement impossible), la compensation financière est majorée de 5 p. 100 pour chaque nouvelle année de retard, jusqu'à concurrence de 100 p. 100 du salaire. Ce maximum de compensation est atteint après seize (16) années de service.

24. Si l'université demande à un professeur de retarder un congé sabbatique au complet d'un an ou de deux ans ou si un professeur demande de faire retarder un congé sabbatique au complet d'un an ou de deux ans pour des raisons approuvées par le vice-recteur à l'enseignement, ce professeur obtiendra, à son choix, soit une majoration de sa rémunération de congé sabbatique, établie à 5 p. 100 pour chaque année d'ajournement, ou un crédit d'une année applicable à son prochain congé sabbatique complet, pour chaque année d'ajournement.

25. Si un professeur obtient un congé sabbatique de six mois après plus de quatre années de service à plein temps sans congé sabbatique, sa rémunération sera de 80 p. 100 du salaire normal durant la période du congé.

26. Si celle-ci juge que les coûts occasionnés par ce congé sabbatique le justifient; sinon, cette somme ainsi épargnée sera répartie par l'Université de façon à assurer aux autres professeurs ou chercheurs permanents en congé sabbatique un pourcentage uniforme de leur traitement.

27. Après sept années effectives de service, 80 p. 100 du salaire.
Après huit années effectives de service, 90 p. 100 du salaire.
Après neuf années effectives de service, 100 p. 100 du salaire.

28. Après quatre années effectives de service, 80 p. 100 du salaire.
Après cinq années effectives de service, 100 p. 100 du salaire.

29. Après sept ans, 75 p. 100 du salaire.
Après huit ans, 80 p. 100 du salaire.
Après neuf ans, 90 p. 100 du salaire.
Après dix ans, 100 p. 100 du salaire.
Un candidat heureux dont le congé sabbatique est retardé d'un an par l'université aura droit à une majoration de son indemnité de congé sabbatique, établie à 5 p. 100 de son salaire.

30. Un professeur qui désire obtenir un emploi salarié à plein temps ailleurs devra normalement démissionner ou présenter une demande de congé sans salaire.

D. AUTRES CONDITIONS CONCERNANT LE CONGÉ SABBATIQUE

Université	1. Obligation de retourner à l'université d'attache	2. Période minimale de service exigée au retour	3. Sommes à rembourser en cas de non-retour	4. Rapport exigé concernant les activités sabbatiques	5. Date limite pour la présentation du rapport	6. Le congé sabbatique peut être pris à l'université d'attache	7. Le congé sabbatique peut être pris pour poursuivre des études en vue d'un grade supérieur
1. Acadia*	oui[1]	1 an[1]	sommes reçues de l'université				
2. Alberta	oui		12½ p.cent de la totalité du salaire perçu[2]	oui	3 mois	normalement ailleurs	oui[3]
3. Athabasca				oui			
4. Bishop's*				oui	3 mois	oui[4]	
5. Brandon*	oui[5]	période égale à la durée du congé[5]	montant égal au salaire applicable au congé[5]	oui	1er octobre		
6. British Columbia	présumément						
7. Brock				oui			
8. Calgary	oui	période égale à la durée du congé	montant de l'aide reçue	oui			non
9. Cape Breton*							
10. Carleton*	normalement			oui	3 mois		
11. Concordia							oui
12. Dalhousie*							
13. Guelph	prévue	1 an					
14. Huron							
15. King's (Nouvelle-Écosse)				prévu			
16. King's (Ontario)							
17. Lakehead	devrait mais non tenu			prévu			
18. Laurentienne	oui	1 an	allocation de congé sabbatique	oui			
19. Laval*	oui	1 an	contribution de l'université plus 8 p.cent d'intéret	sur demande			
20. Lethbridge							
21. Manitoba*	oui	période égale à la durée du congé				oui	
22. McGill	oui	1 an		oui			
23. McMaster				prévu			
24. Memorial	prévue	1 an	subvention de congé sabbatique				
25. Moncton*	oui	1 an	sommes avancées par l'université	oui		non	

26.	Montréal*	oui		salaire et dépenses payés par l'université	oui	3 mois	non[6]	
27.	Mount Allison	oui	1 an		oui			
28.	Mount Saint Vincent	prévue	1 an				normalement ailleurs	non
29.	New Brunswick	prévue[7]					oui	
30.	Nova Scotia Agricultural							
31.	Nova Scotia Art and Design	oui	1 an		prévu			
32.	Nova Scotia Technical	peut y être tenu		une partie ou la totalité de l'aide reçue				
33.	OISE	oui[8]			oui			non
34.	Ottawa*	oui	1 an		oui	30 jours		
35.	Prince Edward Island							
36.	Québec Chicoutimi*	oui	2 ans	la totalité du montant reçu[9]			non	
37.	Québec Montréal*	oui	période égale à la durée du congé	[10]	oui		normalement ailleurs	oui
38.	Québec Rimouski*	oui	le double de la durée du congé	sommes reçues de l'université[11]	oui		normalement ailleurs	
39.	Québec Trois-Rivières*	oui	le double de la durée du congé	sommes reçues de l'université[12]	oui		non	oui
40.	Québec CEUOQ*	oui	période égale à la durée du congé	[13]	oui		non	
41.	Québec INRS*			la moitié de l'aide reçue de l'université[14]			non	
42.	Québec ENAP*	oui	3 ans	montant égal à la période de service non terminée			non	
43.	Québec Armand-Frappier*			montant égal aux sommes reçues[15]				
44.	Queen's	oui	période égale à la durée du congé				normalement ailleurs	
45.	Regina*	oui	2 ans	coûts directs associés au congé	oui	3 mois		
46.	Collège Militaire Royal		normalement 3 ans		oui			
47.	Ryerson	prévue						
48.	Sainte-Anne	oui	2 ans	sommes reçues de l'université				
49.	St. Francis Xavier							
50.	St. Jerome's	prévue[16]	1 an		prévu			

D. AUTRES CONDITIONS CONCERNANT LE CONGÉ SABBATIQUE

Université	1. Obligation de retourner à l'université d'attache	2. Période minimale de service exigée au retour	3. Sommes à rembourser en cas de non-retour	4. Rapport exigé concernant les activités sabbatiques	5. Date limite pour la présentation du rapport	6. Le congé sabbatique peut être pris à l'université d'attache	7. Le congé sabbatique peut être pris pour poursuivre des études en vue d'un grade supérieur
51. Saint Mary's*	prévue	période égale à la durée du congé		oui		normalement ailleurs	
52. Saint Paul	oui	1 an		oui			
53. St. Thomas*							
54. St. Thomas More				oui			
55. Saskatchewan*	prévue	1 an		oui	3 mois	pratique non encouragée	non[17]
56. Sherbrooke*	oui	période égale à la durée du congé	sommes reçues de l'université	oui	1 mois		
57. Simon Fraser	prévue	2 semestres	la totalité ou une partie des sommes reçues	oui			non
58. Toronto				oui			
59. Trent				oui			
60. Victoria (Colombie-Britannique)	oui	période égale à la durée du congé		oui	3 mois		non
61. Victoria (Ontario)				oui			
62. Waterloo	prévue	1 an		prévu			pas normalement
63. Western Ontario							
64. Wilfrid Laurier				oui		pas normalement	
65. Windsor*	oui[18]	1 an		oui	90 jours		oui
66. Winnipeg	prévue	période égale à la durée du congé		prévu			oui[19]
67. York*				oui	1er novembre		

*Indique les universités dont le corps professoral est accrédité devant la Commission provinciale des relations de travail

N.B. Le congé de six mois indique un congé sabbatique qui se prend normalement après trois années de service et non après six années de service.

1. Les bénéficiaires d'un congé sabbatique peuvent, s'ils prouvent à la satisfaction du Conseil que les circonstances le justifient, négocier leur exemption de cette obligation à la condition de rembourser à l'université les sommes dépensées.
2. Un professeur doit, si l'université le lui demande, signer une entente à cet effet avant de partir en congé.
3. Le congé d'étude n'est pas accordé principalement pour permettre à un professeur de se qualifier en vue d'un grade supérieur, mais la chose est admissible de même que l'obtention de crédits de cours avancés.
4. Dans des cas exceptionnels.
5. Cette condition peut être supprimée d'un commun accord entre le membre et l'employeur.
6. Pour son année sabbatique, le professeur doit poursuivre ses activités dans un milieu de recherche ou d'enseignement supérieur autre que l'Université de Montréal, sauf exception approuvée par celle-ci.
7. Sur demande au recteur, la condition peut être supprimée dans un cas de difficulté ou de privation d'un avancement professionnel important.
8. Les professeurs qui obtiennent un congé d'étude doivent accepter l'obligation de retourner à l'Institut à la fin du congé d'étude.

9. Si, au terme de son année sabbatique, le professeur décide de poursuivre sa carrière ailleurs dans le secteur public ou parapublic québécois, il n'est tenu à aucun remboursement de l'aide reçue de l'Université durant son année sabbatique.

10. Si, au terme de son congé sabbatique, le salarié poursuit sa carrière dans le secteur public ou parapublic, il ne sera tenu à aucun remboursement.

11. Cette exigence est levée si le professeur est en mesure de faire la preuve qu'il poursuit sa carrière dans le secteur public ou parapublic québécois.

12. Si, au terme de son congé sabbatique, le professeur décide de poursuivre sa carrière ailleurs dans le secteur public ou parapublic québécois, il n'est tenu à aucun remboursement de l'aide reçue de l'Université durant son congé sabbatique.

13. Si, au terme de son congé sabbatique, le professeur poursuit sa carrière dans le secteur public ou parapublic québécois, il ne sera tenu à aucun remboursement.

14. Si, au terme de son année sabbatique, le professeur décide de poursuivre sa carrière ailleurs dans le secteur public ou parapublic, il n'est tenu à aucun remboursement de l'aide reçue de l'INRS durant son année sabbatique.

15. Si, au terme de son année sabbatique, le professeur décide de poursuivre sa carrière ailleurs dans le secteur public ou parapublic, il n'est tenu à aucun remboursement de l'aide reçue de l'Institut durant son année sabbatique.

16. Dans des cas de force majeure les autorités qui accordent le congé peuvent, à leur discrétion, supprimer dans sa totalité ou en partie l'obligation concernant le retour.

17. Les congés sabbatiques ne sont pas accordés pour permettre de poursuivre des études en vue d'obtenir un grade jugé nécessaire aux fins de la nomination à un emploi régulier, à moins que le Comité du congé sabbatique n'ait la preuve que toutes les conditions requises aux fins du grade pourront être remplies au cours de la période du congé.

18. Les parties reconnaissent qu'il ne conviendrait pas à un membre du corps professoral, à moins de circonstances très exceptionnelles, de ne pas retourner à l'université pour une année au moins à la suite du congé sabbatique.

19. Les congés pour terminer des travaux au niveau des grades supérieurs seront considérés selon une méthode appropriée dans chacun des cas.

II Policy Statements/Énoncés de politiques

ACADIA UNIVERSITY

1. Sabbatical leave is intended to provide an opportunity for an Employee to pursue scholarly interests by an arrangement at another university or appropriate place. This ordinarily might involve the presentation of a few lectures or seminars. The acceptance of an appointment involving the responsibility for the presentation of a course or courses cannot be considered as part of an appropriate sabbatical programme. Employees who are eligible for sabbatical leave are encouraged to apply. In the third and subsequent years of service on the academic staff of the University a full-time Employee with permanent tenure is eligible to apply for sabbatical leave, subject to the terms and conditions following.

2. a) The period of leave may be for a full or half University year, the period being July 1 to June 30 for a full sabbatical and January 1 to June 30 or July 1 to December 31 for half sabbaticals.

   b) The salary for leaves shall be according to the following scale:

Twelve month leaves

Eligible Service (years)	Sabbatical Salary (percent)
less than 6	12½ per year
6	75
7	75
8	87½
9	87½
10 or more	100

Six month leaves

Eligible service (years)	Sabbatical Salary (percent)
3	50
4	66 2/3
5	83 1/3
6 or more	100

   c) In all cases full fringe benefits shall be provided. The total financial support from the University together with fellowship awards from fund-granting agencies such as the Canada Council and any stipend from the host university or institution or business firm less travel and other legitimate expenses incurred in connection with sabbatical leave ought not to be greater than the salary the Employee would have received had such Employee remained at the University.

3. Applications for sabbatical leave indicating in outlined form the proposed programme shall be submitted to the Chairperson of the Sabbatical Leave Committee with a copy to the President, Head and Dean before the first day of November of the year preceding that for which the leave is being sought.

4. The Board shall provide replacements to the extent of at least two thirds of the number of sabbaticants. Because of a particular situation in a Department or of an abnormal number of applications for leave in a given year a leave for which an Employee is eligible may have to be postponed by the University for at the most one year. In such cases the President shall notify the Employee giving written reasons for the postponement and the Employee whose sabbatical is so postponed shall retain a year of seniority towards a subsequent sabbatical. Employees shall be notified by January 15 whether or not leave is to be granted and shall confirm acceptance of an offered leave by February 15.

5. There shall be a Sabbatical Leave Committee which shall review the applications of all Employees applying for sabbatical leave.

6. The Committee shall be comprised of:

   a) the Academic Vice-President;

   b) two members of faculty elected by faculty. The elected committee members shall serve for two years. No elected member shall be eligible for re-election to the Committee for a subsequent term until one year

without service has lapsed. Elections shall take place annually on or before March 1.

7. Should an elected member of the committee have a conflict of interest with respect to a particular candidate or should any member of the committee be a member of the Department concerned such member shall be replaced in this instance by a faculty member named by the committee and the chairman of the faculty nominating committee. Should an elected member of the committee decide to apply for leave that person shall be required to resign from the committee before submitting an application for leave; such a member shall be replaced by a faculty member named by the committee and the chairman of the faculty nominating committee.

8. The Sabbatical Committee shall, through its chairperson make its recommendation known in writing to the President with copies to the candidate, Department and Dean.

9. The President may ask the committee to reconsider its recommendation and shall advise the Committee of the reasons for such request. Following this reconsideration, if any, the recommendation of the Committee shall be forwarded to the Board for its action.

10. If the Board decides not to adopt the recommendation of the Committee it shall do so only on the basis of circumstances stated in paragraph 4.

11. Leaves of absence without pay shall not be counted as time gained in eligibility for sabbatical leave.

12. In determining eligibility for sabbatical leave the possibility of taking into account years of service at another university must be stated in the letter of appointment.

13. Immediately following completion of sabbatical leave the recipient thereof is required to return to the University for a minimum of one year.

14. The recipients of sabbatical leave may, if they establish to the satisfaction of the Board that the circumstances warrant it, negotiate their release from the obligation created by paragraph 13 provided they reimburse the University for the sums expended under paragraph 2.

15. On return to the University the recipient of sabbatical leave shall submit a written report to the Dean with a copy to the President and the Chairperson of the Sabbatical Committee.

THE UNIVERSITY OF ALBERTA

N.B. La politique ci-après est en vigueur à la Faculté Saint-Jean.

Selon M. F.J. McMahon, Doyen, dans une lettre en date du 26 juin 1978 le Comité de promotions qui recommande les congés "sabbatiques" au Doyen, en ce qui concerne le personnel de la Faculté Saint-Jean, donne une priorité aux candidats qui souhaitent quitter Edmonton et ensuite aux candidats qui ont l'intention d'utiliser le congé sabbatique pour se retremper dans un milieu d'expression française.

1. A tenured staff member is eligible to be considered for a one (1) year period of study leave after serving the University for six (6) years, or after serving for six (6) years following a previous period of study leave or assisted leave. After three (3) years of service following initial appointment, or three (3) years of service following a previous period of study leave or assisted leave, a tenured staff member is eligible to be considered for six (6) months study leave.

2. Notwithstanding the provisions of the above, for staff members who were appointed with the Faculty Handbook (1968) as part of their contracts of appointment, service at another institution where the duties of the staff members were analogous to those performed by the staff member at The University of Alberta may be accepted as part of the service eligibility requirements in accordance with the regulations in effect at the time of such appointments.

3. Study leave is awarded by the Dean on the advice of the FSPC. Applications for leave shall be submitted to the Dean by October 15 in the year prior to the academic year in which the leave is to be taken. The Dean, in consultation with the FSPC, shall consider the proposed program to determine whether it will be to the mutual advantage of the staff member and the University.

4. Following consideration of the merits of the applications, study leave will be granted to the most deserving applicants in a number not to exceed ten (10%) percent of the number of staff members in the Faculty.

5. Study leave is not primarily intended to permit a staff member to qualify for an advanced degree, but it is permissible to do so and to receive credits in advanced courses. Normally, study leave will only be tenable away from the home campus, but consideration will be given to programs involving work to be done at The University of Alberta.

6. While on study leave a staff member will, except as hereafter provided, receive a salary of eighty (80%) percent of the staff member's basic University salary at the time of the staff member's going, paid monthly in arrears over the period of leave.

7. A staff member may receive outside assistance in the forms of grants or scholarships, but may not accept paid employment except in the case of Special Session teaching at The University of Alberta. If the sum of the outside assistance and the salary while on leave, less reasonable travel and related expenses, exceeds the basic University salary, then the salary while on leave will be reduced to maintain the total figure at the basic University salary. Benefits received by a staff member in excess of those provided for in this section will be repaid by the staff member to the University. If during absence on leave a staff member's basic salary is increased, the staff member will receive the benefit of such change in calculation of the remaining portion of the salary while on leave.

8. A staff member must return to the service of the University or, in default thereof, repay to the University an amount equal to twelve and one-half (12½%) percent of the total salary received while on leave and shall, if requested by the University, sign an agreement to that effect prior to going on leave.

9. Within three (3) months of the end of a period of study leave the staff member is required to submit a report concerning activities while on leave to the Dean and, where appropriate, the Department Chairman.

10. Where a staff member is eligible for study leave and the Department Chairman or Dean for the purposes of the normal operation of the department deem that the work of the department would be unduly hampered, a staff member may be required to defer leave for six (6) to twelve (12) months. Such time shall nevertheless be counted toward eligibility for a succeeding leave.

11. a) A staff member who has been granted study leave may apply for a study leave research grant from the University. Notwithstanding paragraph 6, the study leave salary of a staff member in receipt of such grant will be reduced by the amount of such grant. Application for study leave research grants may be made to the Dean, Faculty of Graduate Studies and Research, through the applicant's Department Chairman and Dean. Details may be obtained from the Office of the Dean of Graduate Studies and Research.

    b) For the purposes of paragraphs 7 and 8, the study leave salary of a staff member in receipt of a study leave research grant under the provisions of paragraph 11 shall be deemed to be the sum of his study leave salary as determined by paragraph 11 and the amount of the study leave research grant.

12. The study leave period of one (1) year shall be deemed to include the vacation entitlement, and a six (6) month leave shall be deemed to include half of the vacation entitlement.

13. Six (6) month study leaves shall be restricted to the periods July 1 - December 31 or January 1 - June 30 unless otherwise directed by the Vice-President (Academic).

ATHABASCA UNIVERSITY

Principles

1. Sabbatical leaves are viewed as benefiting Professional Staff Members and the University.

   Only those Staff Members who hold regular appointment are eligible for sabbatical leave.

   While on sabbatical leave, a Staff Member shall make normal contributions to the University pension plan, insurance plans, together with contributions as required by statute, and is eligible for promotion and salary increment, effective at the normal time of year. The University shall make contributions at the normal rates provided for in pension and benefit plans. The period of sabbatical leave shall be included as years of service in determining pension benefits. Sabbatical leaves will not be denied without reason, but the number of sabbaticals may be limited in any one year.

2. **Kinds of Sabbatical Leave**

   a) In terms of duration of sabbatical leave, there shall be two (2) kinds: half sabbaticals lasting six (6) months and full sabbaticals lasting twelve (12) months.

   b) A full sabbatical shall normally begin on July first.

   c) A half sabbatical shall normally begin on either January first or July first.

   d) If sufficient justification is given, initiation or sabbatical leaves on dates other than the above may be approved by the President if recommended by the appropriate Executive Officer.

3. **Eligibility**

   a) A Staff Member after six (6) years of full-time service with the University uninterrupted by a sabbatical leave as a study leave shall be eligible for a full sabbatical leave and a Staff Member after three (3) years of full-time service with the University uninterrupted by a sabbatical leave shall be eligible for a half sabbatical leave.

   b) In determination of eligibility for sabbatical leave, study leave, leave without pay, secondment leave, exchange leave, and special leave may or may not be counted as time spent in full-time service with the University. When recommending such leave for a Staff Member, the appropriate Executive Officer shall specify this matter.

4. **Financial Support**

   a) Except as provided hereunder, the University shall provide eighty per cent (80%) of salary for the duration of the sabbatical.

   b) Unless approved in advance by the President, a Staff Member taking a sabbatical leave shall not be entitled to remuneration during the leave from all sources in excess of one hundred per cent (100%) of his/her normal salary from the University.

   c) In the event that total remuneration exceeds the maximum set forth in paragraph 2 the University shall reduce its contribution so that the total remuneration is 100% of normal salary from the University.

   d) The Staff Member taking sabbatical leave may apply for a sabbatical leave research grant in lieu of an equivalent portion of the sabbatical leave salary.

5. **Application**

   a) Applications by Staff Members who are eligible for sabbatical leave shall be submitted to the appropriate Executive Officer in writing by October 1 of the year immediately preceding the academic year in which the sabbatical leave is to commence. However, the University, if requested, will make a conditional decision on or before November 15.

b) Normally decisions on the granting of sabbatical leaves shall be made at least four (4) months prior to the commencement of the sabbatical leave.

c) An application for sabbatical leave shall include:

i) the kind of sabbatical leave requested, half sabbatical or full sabbatical;

ii) a statement of what the applicant intends to do during the proposed leave. The applicant shall indicate where the work will be done, or how the location will later be selected. The applicant shall describe why the proposed activities are academically valuable.

6. Approval

A Staff Member shall be granted sabbatical leave, provided that:

a) the appropriate leave is recommended by the Executive Officer on the basis of the merit of the application.

b) the leave can be arranged within the priorities of the division as determined by the appropriate Executive Officer.

c) the leave is approved by the President.

7. Reporting

a) The Staff Member granted a sabbatical leave shall, within a reasonable length of time after his/her leave, submit a report to the appropriate Executive Officer on what was accomplished during the leave.

BISHOP'S UNIVERSITY

1. Sabbatical leave is an entitlement subject to the acceptance of a satisfactory study project and to financial constraints.

   It is a necessary means of enabling members to maintain academic and professional excellence in a variety of ways, such as increasing their knowledge or furthering their research or scholarship. Members have the responsibility to make effective use of this leave.

2. In order to qualify for a sabbatical leave of one academic year, a member must

   a) not be within five (5) years of his/her normal retirement date.

   b) have taught for at least six (6) years since returning from his/her last full year sabbatical leave. (At least four (4) of these years must have been under full time appointment at Bishop's University at the lecturer or professorial rank. Members shall receive credit of up to two (2) years for previous full time university appointments at the lecturer or professorial rank.)

   c) have his/her study project approved by the FEC.

3. A member has the option of taking a half-year leave to include one semester only, if this can be arranged with his/her Department.

   Half-year leave shall be taken at intervals averaging not less than three (3) years, so as to be commensurate with the support policy for full leaves. It is understood that during the year in which a member takes a half-year sabbatical leave, the member shall receive 100% of his/her salary in that year. Half-year leaves may not be taken within two (2) years of normal retirement date.

   Paragraph 2. c) will apply to such leaves.

4. Members on sabbatical leave shall receive all salary increases, increments in the salary scale, and benefits on the same basis as other members serving at the University.

5. When possible, the member who proposes to take a sabbatical leave shall advise the Dean, in writing, before the 30th of September of the session preceding that in which he/she proposes to begin his/her period of leave.

6. A member must make a request to the Dean, in writing, before the 31st of December of the session preceding that in which he/she proposes to begin his/her period of leave.

7. In the event of a half yearly leave beginning on the 1st of January, the request shall be made to the Dean, in writing, before the 30th of June of the preceding session. For half yearly leaves beginning the 1st of July the request shall be made before the 31st of December of the preceding session.

8. The request shall be supported by a description of the work to be undertaken during the leave, details of fellowships and travel grants received or applied for, and letters from any institutions in which the work is to be undertaken confirming that the necessary facilities will be made available to the member.

9. The FEC shall decide which of the requests are consistent with the purpose for which sabbatical leave is granted, and shall establish a list of acceptable proposals in order of seniority, taking into consideration previous leaves, either sabbatical, perfectionnement or study leaves. Seniority shall be based firstly upon years of full time teaching at Bishop's since the previous leave, secondly upon academic rank, and thirdly upon the number of years in the rank.

10. Notwithstanding the fact that sabbatical leave shall be granted on a seniority basis, one such leave in any one year may be granted to a member out of turn if his project is of an exceptional merit.

11. The Corporation will make available yearly, for the academic year 1977-78 and thereafter, an amount for sabbatical leaves calculated in the following manner:

$$\frac{\text{Number of full time members}}{20} \times \text{the salary of the floor of assistant professor}$$

12. The annual allocation for sabbatical leaves shall be held in a special account and, if unused, shall be carried over from year to year.

13. Members proceeding on sabbatical leave shall receive 100% of the full salary to which they are entitled less 80% of the value of any salaries, fellowships, or other awards which they receive in personal support of their leave. Awards for travel expenses shall not be deducted.

14. At the member's request the Corporation shall provide an amount up to 25% of the support for sabbatical leave in the form of a research grant for travel and other expenses. Such an amount is to be deducted from the amount to which a member is entitled.

15. A member on sabbatical leave from normal duties may, in exceptional cases, not be required to leave the University.

16. Members returning from sabbatical leave shall, within three (3) months of their return to the University, submit to the FEC and Senate a written report on the work accomplished during their leave.

17. Under the terms of this Agreement accumulated credit for services at Bishop's, or at another university prior to this Agreement, shall entitle a member to a maximum of one (1) year of sabbatical leave.

18. A member on sabbatical leave shall continue to be a member of the bargaining unit, and his/her dues shall be deducted by the Corporation from the member's salary during such leave.

BRANDON UNIVERSITY

N.B. The following policy has not yet been ratified.

1. Sabbatical leave is a benefit provided to enable member to maintain their effectiveness as teachers, scholars, and professionals. Sabbatical leave is for the purpose of academic activity and/or professional development, to the benefit not only of the leave taker but also of Brandon University and of the academic community in general.

2. Eligible members shall make application in writing to the Dean by 1 September of the year immediately preceding the academic year for which sabbatical leave is requested.

3. The application shall include a detailed statement of plans for the entire period of the sabbatical leave and shall indicate the benefits which shall accrue to the applicant, to the institution, and to the academic community.

4. The Dean shall forward the application and his recommendation to the President by 15 September.

5. The employer shall provide paid special leaves and sabbatical leaves for a full year for 13 members (or equivalent) in any one year, provided that there are that many members entitled to such leave under the provisions of this article.

6. Ordinarily, no more than 1 member from a department of 4 or fewer eligible members, 2 members from a department of 5 to 9 eligible members, 3 members from a department of 10 to 14 eligible members, and 4 members from a department of 15 or more eligible members shall be on paid leave other than sick, compassionate, or maternity leave at any one time. The employer may permit these quotas to be exceeded.

7. If necessary, members shall defer their sabbatical leaves in order to meet the requirements of clauses 5. and 6. Members shall defer leave in the order a) those who last were on sabbatical or similar (as defined in clause 13.) leave, and, if a) does not solve the problem, then b) those with the least seniority.

8. Members who defer their sabbatical leave in order to meet the requirements of clause 13. shall not forfeit the leave credits which they have accumulated: the excess service shall be credited against a subsequent sabbatical leave.

9. The President shall submit his decisions to the Board of Governors for ratification and shall inform the applicants by 30 October. Refusals shall be accompanied by reasons.

10. Once leave has been granted, it is expected that it will be taken. Only under extraordinary conditions may the applicant cancel the leave by notifying the Dean at least 8 months prior to the commencement of the leave. It is the responsibility of the member to notify the Dean in writing of any changes in plans and to consult with the Dean on these changed plans.

11. A member shall submit to his Dean by 1 October of the year after his return from sabbatical leave a full written account of the scholastic and professional activities undertaken during that leave.

12. A member who has taken a sabbatical leave is under an obligation to return to Brandon University for a period equal in length to the duration of the sabbatical leave or to re-imburse the university an amount equal to his salary while he was on leave. This requirement may be waived by mutual agreement of the member and the employer.

13. Tenured members are eligible for a full sabbatical leave after 6 years and a half sabbatical leave after 3 years of service at Brandon University, which service must be uninterrupted by sabbatical leave or by any extended absence for the same purpose as sabbatical leave, i.e., academic activity and/or professional development. A member shall be entitled to count similar previous service at any recognized university toward a sabbatical leave at Brandon University. Such service shall be counted 2 years elsewhere as 1 year at Brandon University to a maximum of 2 years toward a full sabbatical leave and 1 year toward a half sabbatical leave.

14. A full sabbatical leave shall be from 1 July to 30 June next and a half sabbatical leave from either 1 July to 31 December next or 1 January to 30 June next or as agreed by the employer and the member.

15. A member's salary while on sabbatical leave shall be 80% of his annual salary in effect during the sabbatical period, with the employer continuing benefit payments at base salary rates.

16. If a) a member's sabbatical salary, plus b) other income arising out of the sabbatical leave, exceeds c) his base salary at Brandon University plus reasonable travel costs for himself and his dependents, then the employer shall reduce a) until a +b=c. Any monies recovered under this clause shall be dedicated to research at Brandon University.

17. A member may apply to receive part of his salary as a research grant.

18. A member going on sabbatical leave shall be encouraged to apply for financial assistance from external sources. Entitlement to leave, however, shall not be dependent upon receiving such assistance.

BRESCIA COLLEGE

N.B. There is no sabbatical leave policy at the College.

THE UNIVERSITY OF BRITISH COLUMBIA

The primary purpose of granting leave of absence to members of faculty is to enable them to enhance their quality as scholars and as teachers, thereby assisting the University to achieve greater excellence in its basic areas of responsibility — effective teaching and the advancement of learning. However, leave may be granted for other purposes.

While it is recognized that members of faculty should be as free as possible to pursue their scholarly interests, it is recognized also that they share the responsibility for efficient operation of the University. Arrangements for leave of absence should be consistent both with the freedom of the individual and with his University responsibilities.

Any leave granted to a member of faculty on a pre-tenure appointment will not extend beyond the date of termination of his appointment. When a member of faculty on a pre-tenure appointment is granted leave exceeding one-half of an academic year, that year will not be counted as a year of full-time service for the purposes of calculating the maximum time in a pre-tenure appointment.*

If the leave of absence of a Head, Director or Dean exceeds a period of one year, his administrative appointment will normally be terminated.

Members granted leave of absence should contact the Accounting Office and make arrangements for the continuation of any fringe benefits for which they may be eligible during their absence.

1. Study Leave

Study leave permits a member of staff to pursue study or research, of benefit to the individual and the University, and may be granted to those of faculty rank (Assistant Professor, Associate Professor, Professor) as follows:

a) An applicant should have completed at this University four or more years of full-time service of which at least two years must have been in faculty rank. Preference will be given to members of faculty with tenure. It is assumed that, on expiration of leave, the applicant intends to return to his duties at this University.

b) Study leave is normally granted for twelve months; either from July 1 of one year to June 30 of the next or from September 1 of one year to August 31 of the next.

c) When study leave is granted, the individual will receive up to 60 per cent of his salary for the period of leave, together with the University's full contribution to pension and fringe benefits, provided, of course, he continues his own contributions. The University is not obligated, however, to continue the full 60 per cent salary if the individual's total remuneration from salary, fellowships and grants (excluding research and travelling expenses) exceeds 100 per cent of his full salary.

d) The application, with the Head or Director's signature, should be submitted to the Dean as early as possible, preferably one year in advance, on the Study Leave Application Form.

e) A faculty member considering leave is urged to apply to outside agencies for financial support. Before doing so, however, he should obtain from his Head or Director, and his Dean, an indication that they will support his application for leave.

**This provision will not apply to individuals for whom leave has been awarded prior to September 1, 1971.*

BROCK UNIVERSITY

1. All faculty members are eligible for sabbatical leave on the basis of one full year's leave for every six years of full-time employment by Brock University. The minimum sabbatical leave is of six months' duration from January 1 or July 1, which may be granted after three years' full-time employment. In some instances it may be possible for a faculty member to take a year's sabbatical leave before the end of six years' service by contracting with the University to return for the balance of the six-year period. In granting the first sabbatical leave to a faculty member, previous service may be taken into consideration.

2. Faculty members should make arrangements for sabbatical leave through their departmental chairman, the appropriate Dean or Director, and the Standing Committee on Leaves and Sabbaticals. Consideration must be given to the needs of their department and requests for leave should normally be submitted at least one year in advance. Faculty members requesting leave should provide their chairman and the Committee with an outline of the scholarly research which they propose to undertake while on leave, and on their return they will be required to submit a full report to the Dean or Director.

3. Faculty members requesting leave are expected to apply for grants from appropriate sources outside the University. The availability and amounts of these grants may vary greatly from discipline to discipline. Brock University is seeking to establish a Research Fund from which research grants may be awarded to faculty members proceeding on sabbatical leave. The University will be prepared to provide payment of 70% of the salary of the individual. Additional consideration may be given by the University where sabbatical leave has not been granted at the normal time. The University's contributions, in any case, will not exceed what will be required to make the individual's net income from all sources (exclusive of special research funds and specific travel grants) equal to 100% of what he would normally receive from July 1 of the year in which the leave commences.

   If assistance from outside sources does not provide for a travel grant, the University may consider provision of travel expenses. If a faculty member accepts paid employment during the sabbatical leave, this remuneration should be considered on the same basis as if it were an outside grant.

4. **Note:**

   The following is an outline of the normal expectations and procedures which prevail in the University regarding the relationship of a member of faculty on sabbatical to his or her department. These guidelines are intended to safeguard the interests of both the faculty member and the department so that the focus of a sabbatical, on research and the development of further skills and interests in the discipline, will be protected.

   a) Present conditions or changing circumstances may make it more difficult for faculty on sabbatical to pursue research and to travel outside this area. Nevertheless, faculty are urged to make every effort to secure for themselves the broadened perspective which can result from a change of milieu.

   b) Common sense suggests the necessity for consultation between department and faculty members on sabbatical on some issues. They include tenure, promotion, renewal, the appointment of a department chairman, major changes in departmental offerings, terminations and deployment - particularly when these matters directly affect the person on leave.

   c) Faculty members on sabbatical leave should not participate in departmental meetings and day-to-day department business.

   d) Faculty members on sabbatical should not normally expect to retain the use of secretarial services, supplies, or other items drawn from department or University budgets, or office space if it is required for teaching faculty. One exception might be where laboratory space would be essential to the research undertaken.

   e) Faculty members on sabbatical should not normally offer courses in Continuing Education during their sabbatical.

THE UNIVERSITY OF CALGARY

1. A staff member, upon application through his Dean or Director to Deans' Council, may be considered eligible for a sabbatical leave of six months after the equivalent of three full years of service, or alternatively, for a sabbatical leave of twelve months after the equivalent of six full years of service, and every application for sabbatical leave should be considered in that light. Sabbatical leave normally begins on July 1; however, requests for other starting dates will be considered. Under certain circumstances, the leave period might be delayed for one, and preferably not more than two years, when the absence of the staff member might seriously interfere with the smooth operation of some component of the University. In general, preference will be given to full sabbatical leaves.

2. Sabbatical leave for six months after three years' service is not normally available to a person holding an untenured appointment.

3. The total University support available to a successful sabbatical leave applicant (including any amount awarded as a University Sabbatical Leave Research Grant) is currently 80% of a staff member's normal salary for the six-month or twelve-month leave period. However, the staff member may request leave for six months following six full years of service in which case the total University financial support will be 100% of his normal salary. This latter alternative will be considered equivalent to a twelve-month sabbatical leave.

   University Sabbatical Leave Research Grants will be awarded only to staff members granted sabbatical leave. The maximum award has been established at 25% of the staff member's normal salary.

   (Further information related to University Sabbatical Leave Research Grants is provided in the University Grants Committee's Research Support Programs brochure.)

4. The staff member is expected to apply for travel allowances and other similar financial assistance from outside sources. However, persons proceeding on leave remain eligible for staff travel assistance under the current regulations, which are as follows:

   Travel which has particular significance to a staff member, such as attendance at professional meetings:

   a) where funds are provided through the Faculty

   b) where funds are provided by the Board of Governors

   c) where funds are provided through a research grant from outside the University which is being held in trust and administered by the University.

5. Academic service at other institutions, prior to appointment at The University of Calgary, will be credited toward the sabbatical leave 'residency' requirement on the basis of one year credit for two years of prior service to a maximum of one year for a six-month sabbatical leave or two years for a twelve-month sabbatical leave. The transfer or previous credit may be applied only to the first sabbatical leave. Furthermore, all accumulated credit at The University of Calgary is cancelled following the equivalent of a full sabbatical leave or full assisted leave.

6. Regardless of the period of academic service, a sabbatical leave will be granted only when, in the opinion of the Deans' Council, the proposed utilization of the leave will be of mutual benefit to the staff member concerned and the institution. Thus, such proposals as the fulfilment of graduate studies residency requirements at another institution is not considered as adequate justification for a sabbatical leave.

   With appropriate recognition of differences in educational objectives among and between teaching units, all requests for sabbatical leave will be assigned one of the following group ratings:

   A - a clearly described specific proposal of outstanding merit

   B - a clearly described specific proposal of acceptable merit

   C - a proposal considered to have merit but requiring referral back to the Dean/Director for the purpose of

obtaining a clearer understanding of the actual details of the proposal (including attention to supervision of graduate students). Dependent on information received from the Dean/Director the leaves sub-committee may proceed to assign a different rating to such proposals.

D - a proposal given a negative assessment.

Leave applications given an A or B classification by the sabbatical leaves sub-committee shall be reported back to the appropriate Dean/Director for ultimate decision based on the ability of the department or division to meet normal teaching and related academic commitments. In this context it shall be understood that normally an A classification shall have priority over a B. However, the Dean/Director could deny leave to persons in either classification on the basis of projected teaching requirements in the period during which the sabbatical leave would be in effect. The degree to which the teaching unit is involved in graduate programs and the number of faculty able to supervise graduate students will significantly influence final endorsement of leaves. It can be anticipated that in any given year the absence of one or more people in specific teaching units may substantially influence the quality of graduate supervision available and the load placed on colleagues. In addition, granting of sabbatical leave will, on occasion, influence the apparent capability of the teaching unit to respond to new graduate admissions. For these and related reasons, final disposition of all sabbatical leaves must be at the level of the Dean's/Director's Office (in consultation with heads of departments or divisions and, as necessary, with the Dean of Graduate Studies).

In situations where a faculty member submits a sabbatical leave proposal which is assigned an A or B classification by the leaves sub-committee but at a later date is required to forego such leave at the request of the Dean/Director;

a) the candidate upon re-aplication shall not be required to re-submit a proposal except on the basis of substantive change in it or important modification of itinerary. Supporting documentation related to such changes will be required.

b) the candidate shall be granted priority at the level of the teaching unit in the year in which a re-submission is processed.

c) the classification originally assigned shall be maintained except in the case of substantive change in the nature of the proposal. The decision in regard to "substantive" change shall be made by the leaves sub-committee. If the decision is positive, the application shall require normal assessment by the leaves sub-committee which may assign a different classification than for the original application.

d) the candidate shall receive credit towards future sabbatical leave directly related to the amount of time accumulated between the time sabbatical leave would have been granted had not the Dean/Director denied such leave and the time actual leave, based on re-application, is granted.

e) it shall be understood that sabbatical leave regulations to be applied in all such instances shall be those in effect at the commencement of the leave.

7. Following the sabbatical leave, the staff member is required to return to the University for a number of months equal to the number of months comprising the leave. As an alternative, he may reimburse the University for the amount of sabbatical leave assistance (total University financial support less the amount awarded as a University Sabbatical Leave Research Grant) received during the six or twelve months of leave.

8. Upon termination of the leave, the staff member must submit a written report to the President through the Deans' Council which provides a brief outline of his activities during the leave period.

9. In general, the staff member shall not accept paid outside employment during the leave period. It may, however, be possible to apply for and receive permission to undertake limited teaching and/or research activity at a recognized institution for remuneration. In special circumstances it may be possible to undertake more extensive teaching and/or research activity at a recognized institution, where such request arises from or is endorsed by the Canadian International Development Agency. If such application is acknowledged, or if a fellowship is awarded, the University contribution shall be decreased to yield a total stipend equivalent to full salary, plus a reasonable travel allowance.

10. For purposes of pension contributions, insurance, medical and disability benefits, salary increases and

promotions, the staff member on sabbatical leave should be regarded as a full time member of the academic staff.

11. The staff member requesting a sabbatical leave must submit an application to Deans' Council prior to November 15 of the year preceding the desired leave period. Appropriate application forms may be obtained from the Department Head. The applicant will be informed of the decision of Deans' Council prior to the end of December.

12. A Head of Department who serves for five years is eligible to apply for a one-year sabbatical at full salary; the sabbatical leave awarded at the conclusion of the Headship is regarded as legitimately employed for the purpose of 'retooling'.

COLLEGE OF CAPE BRETON

Leave may be granted to faculty members by the President on the recommendation of the appropriate Chairman and Dean, and the Academic Vice President. Leave may be one of three general types: Leave of Absence, Study Leave, or Sabbatical Leave. A Leave of Absence may be granted, for example, to permit a member to accept nomination for a political office, take a temporary assignment off the campus, or continue his, or her, formal education. Study Leave is granted to a member after service in an administrative post. Sabbatical Leave is granted to a member to enable him, or her, to further his, or her, scholarship through study, research, writing, or other approved academic pursuits.

1. The College recognizes the importance of granting Sabbatical Leave from time to time to all full-time members of the Faculty. After six years of continuous service, a full-time member of the Faculty may apply for up to twelve months leave. Service shall be counted from the date of full-time appointment at the rank of Assistant Professor or above.

2. Academic status, salary increments, full pension and insurance benefits will be maintained while a faculty member is on Sabbatical Leave.

3. If a professor, eligible for Sabbatical Leave, prefers instead to take a leave for one semester, his, or her, case will be considered in the light of the particular circumstances.

4. Application for Sabbatical Leave must be made to the Department Chairman, who shall forward the application, together with his, or her, recommendation, to the relevant Dean of Faculty. Applications should normally reach the Dean not later than November 1st preceding the academic year during which the Sabbatical Leave is to commence.

5. Sabbatical Leave is not granted automatically, but on application and is judged on the following criteria: recognition of notable service, research, writing, and professional activities. Sabbatical Leave remuneration is a faculty budget item, and the number of such leaves granted in any year are subject to budgetary restraint.

6. Sabbatical Leave remuneration is as follows:

   a) after six years continuous service a faculty member may receive a twelve month leave at a salary that does not exceed one-half of his, or her, salary for the academic year during which the Sabbatical Leave is taken;

   b) after ten years of continuous service a faculty member may receive a twelve month leave at a salary that does not exceed two-thirds of his, or her, salary for the academic year during which the Sabbatical Leave is taken.

7. A candidate for Sabbatical Leave is encouraged to seek outside financial support. His, or her, sabbatical salary will be adjusted, however, so that total remuneration does not exceed full salary plus a reasonable sum for travel.

8. a) Level of support for sabbatical leave will persist as of last year's agreement for 1976-1977.

   b) This formula cites 66 2/3% salary after six years service within the institution up to 100% after ten years service within the institution. A refinement of this policy is agreed, whereby, the level will become adjustable after six years at 66 2/3% up to the maximum at 100% after ten years.

   c) the following table will illustrate the pattern:

6 years service	66 2/3%
7 years service	75.0%
8 years service	83 1/3%
9 years service	91 2/3%
10 years service and beyond	100%

   d) Further, it is understood that in other instances where the minimum six-year requirement has not been

met, the College will accept submissions from the individuals concerned for consideration.

e) In circumstances whereby an applicant is deferred beyond the tenth year for academic or budgetary reasons the applicant will continue to qualify for 100% support, and in additior the number of years beycnd ten will be credited toward the next sabbatical application for that applicant.

CARLETON UNIVERSITY

Faculty Employee

In recognition of the fact that faculty employees are required as a condition of their employment, to continue to develop as scholars and researchers throughout their career, the employer maintains a policy of sabbatical leave intended for academic study, research, writing, or travel for investigation purposes, that provides means by which faculty employees increase their knowledge, further their research, stimulate intellectual interest, strengthen their contacts with the world-wide community of scholars, and thus enhance their contribution to the University on their return.

1. Each faculty employee is entitled to sabbatical leave of twelve (12) months after every six (6) years of full-time on-campus service at Carleton University. The number of years service in relation to sabbatical entitlement and the length of sabbatical leave may be modified according to the terms of this Article.

2. a) A faculty employee must inform in writing the departmental chairman or equivalent and the appropriate dean of the intention to take sabbatical leave no later than October 31 (the employer, however, may extend this deadline) in the year prior to the academic year in which the planned leave is to take place. Such statements of intent may be withdrawn by the faculty employee up to six (6) months prior to the beginning of the academic year (July 1) of the intended sabbatical leave but subsequently only with the agreement of the appropriate dean and the President.

   b) At least three (3) months prior to the beginning of the leave, a faculty employee must submit a written statement to the appropriate dean describing in detail the nature and location of the activities to be undertaken during the sabbatical leave period, and estimating travel expenses and expected income, if any, over and above the normal sabbatical allowance. If no detailed statement is provided or if the dean is dissatisfied with the statement, he/she shall refer it to the Departmental Promotion Committee or equivalent, of the relevant department. On the advice of the departmental committee the dean may seek revision of the statement; if no satisfactory revisions of the statement are forthcoming, the dean may recommend to the President that the leave be denied for that year. Applications for leave shall not be unreasonably denied. If sabbatical leave is delayed under these conditions, the employee shall not be entitled to an increment in stipend for the year in which leave is denied.

   c) All faculty members shall automatically gain one (1) year of sabbatical entitlement for every two (2) years of university teaching elsewhere since their last sabbatical leave, if any, prior to their appointment at Carleton University. In no case will this entitlement exceed two (2) years. Such entitlement may not be counted toward proration of sabbatical stipend above the amounts provided for in paragraph 3.

   d) Because of a particular situation in a department, or of an abnormal number of applications for leave in a year, a leave to which a faculty employee is entitled may, with the agreement of the employee involved, be postponed for at most one (1) year. In such cases, the appropriate dean must agree to the postponement and shall so inform the appropriate chairman and employee at least six (6) months prior to the start of the intended leave. The employee must express agreement in writing to be eligible for the provisions in paragraph 3.

   e) Faculty employees are expected to take sabbatical leave when they have established eligibility; however, individual faculty employees may delay their sabbatical leaves. In such cases, however, they shall not be entitled to additional remuneration.

   f) Each department, school or equivalent shall plan the sabbatical leaves of its employees sufficiently in advance in order that sabbatical leaves need not normally be delayed.

   g) Full-year sabbatical leaves shall commence July 1st except at the discretion of the employer.

   h) An employee shall submit a report on scholarly/research activities undertaken during each sabbatical leave to the appropriate faculty dean, not later than three (3) months after the end of the sabbatical leave. A statement certifying compliance with paragraph 3.g) below shall be attached.

   i) Subject to the approval of the appropriate dean and of the President, sabbatical leave may be taken after five (5) years but this option will require seven (7) years' full-time, on-campus service at Carleton University before the next sabbatical leave.

j) When a faculty employee takes sabbatical leave, all prior accumulated years of entitlement are exhausted.

k) A faculty employee who takes sabbatical leave will normally return to service at Carleton University.

l) The employer reserves the right to determine if persons on sabbatical leave will be replaced.

3. **Sabbatical Allowance**

The amount of the allowance that a sabbaticand is entitled to receive shall be based on the following calculations:

a) *i)* The rate of sabbatical allowance for those faculty employees commencing a full year sabbatical leave on July 1st, 1977 shall be increased by 5% to a maximum of 75%.

ii) For the academic year 1977-78 the rate of sabbatical allowance for a tenured faculty employee who, as an alternative to leave under paragraph 1. elects to take a leave of six (6) months after three (3) years of full-time service, shall receive an allowance equal to 50% of his/her nominal salary. Such a leave shall start on either July 1 or January 1 and continue for six (6) consecutive months. The conditions of paragraph 2.a) shall apply.

b) *i)* The rate of sabbatical allowance for a faculty employee commencing a full year sabbatical leave on or after July 1, 1978, shall be 70% of nominal salary for that year.

ii) Only those faculty employees who have been required by the employer to delay sabbatical leave shall be entitled to remuneration beyond 70%. Those thus delayed shall be entitled to 75% of nominal salary for that year.

iii) The rate of sabbatical allowance for a tenured faculty employee who, as an alternative to leave under paragraph 1. elects to take a leave of six (6) months after three (3) years of full-time service, shall receive an allowance equal to 50% of his/her nominal salary. Such a leave shall start on either July 1 or January 1, depending upon the staffing situation in his/her department, and continue for six (6) consecutive months. The conditions under paragraph 2.a) shall apply.

c) *i)* As an alternative to twelve (12) months leave with partial allowance, a faculty employee entitled to such leave may elect instead to take leave at an allowance equal to full nominal salary for the period commencing either July 1 or January 1, depending upon the staffing situation in his/her department, and continuing for six (6) consecutive months, the conditions under paragraph 2.a) shall apply.

ii) A portion of the sabbatical allowance to which a faculty employee on leave is entitled may be paid as a research grant. The award of a research grant shall be made in accordance with University policy for awarding research grants which provides that the employee shall receive as a research grant that portion of his/her sabbatical allowance required to cover his/her approved research and travel expenses.

d) Employees on sabbatical are eligible for career development and merit increments, and entitled to other increments to nominal salary and improvements to fringe benefits which may become effective during their absence.

e) *i)* All Health Benefits shall be maintained on behalf of any employee taking sabbatical leave, in accordance with the cost-sharing arrangements.

ii) The Long Term Disability Plan shall be maintained in relation to the employee's nominal salary.

iii) An employee taking sabbatical leave may contribute to the Carleton University Retirement Plan on the basis of:

(1) nominal salary,
(2) actual salary,
(3) not at all.

The employer shall contribute a matching amount to the employee's Money Purchase Account, plus the appropriate amount to the Minimum Guarantee Fund. The employee will be credited with years of service pro-rated to his/her contribution to the Plan.

iv) An employee on sabbatical leave retains the right to all other benefits.

f) Employees shall have periods spent on sabbatical leave counted as periods of full service towards promotion and are also eligible to apply for and to receive promotion during their absence on sabbatical leave.

g) The total of sabbatical stipend plus grant and/or income received for employment with another employer during the period of the leave may not exceed 150% of nominal salary for the leave period.

Instructor and Professional Librarian Employees

4. The employer agrees to grant sabbatical leave to instructor employees and professional librarian employees subject to the conditions of this Article. Instructor and professional librarian employees are eligible to apply for sabbatical leave for academic study, research and development, writing or travel for investigation purposes. The maximum frequency with which instructor and professional librarian employees will be able to take sabbatical leave is as specified for faculty employees under paragraph 1. and eligibility is further subject to the following conditions.

a) All completed years of service with Carleton University shall be counted in full towards eligibility, provided the individual employee would have been a member of the bargaining unit had it existed at that time.

b) Members seeking sabbatical leave shall present a written application and proposal to the appropriate dean or University Librarian at least eight (8) months prior to the proposed starting date of the requested leave.

c) The proposal shall be considered by an ad hoc committee composed of the Dean of Graduate Studies and Research, the chairman of the department most closely related to the field in which the research will be conducted, and the appropriate faculty dean in the case of instructor employees. The University Librarian shall be the third member of the committee in the case of professional librarian employees.

d) The committee shall judge the proposal solely on:

i) the extent to which it conforms to the purposes of sabbatical leaves as outlined above;

ii) the feasibility of the project.

Problems of replacement or re-staffing may be considered in the granting of sabbatical only to the extent that a department may request that the sabbatical leave may be delayed by not more than one (1) year.

e) The committee shall present its decision at least six (6) months prior to the proposed starting date of the leave.

f) If the committee approves the proposal, leave shall be granted to the professional librarian or instructor employee on the same terms and under the same conditions as specified by this Article for faculty employees.

g) A professional librarian or instructor employee returning from sabbatical leave shall return to his/her former position or an equivalent position, unless the sabbatical leave was agreed, in letters exchanged by the employee and the employer, to be for retraining purposes as permitted in Article 38 (Transfer).

CONCORDIA UNIVERSITY

1. An application for salaried leave of absence may be granted for research, advanced studies, teaching assignments in developing countries, and similar academic activities.

2. An applicant for a leave of absence must submit a request on the form available for this purpose, by September 1st, for leave of absence to be taken in the academic year following. The Vice-Rector, Academic, will consult with the applicant's Department Chairman and Faculty or Divisional Dean, and will then submit recommendations to the Personnel Committee of the Board of Governors. Leaves when granted normally commence on June 1.

3. A full-time member of faculty of Professorial rank or Lecturer, excluding Sessional Lecturer, may apply for a one-year leave of absence at 85% of normal full salary, after six years of continuous service.

4. Applicants are expected to apply for outside funding to defray salary as well as research and travel expenses. The University will pay the costs of certain expenses, as listed below, to an amount up to $2,300, provided such expenses are not covered by outside funding. The University Research Officer is prepared to advise prospective applicants on outside sources of funds and to assist in making applications.

5. Exceptionally, after four years of continuous service, applications for half-salary leave for advanced studies will also be considered. The University will not assume expenses for recipients of half-salary leaves.

6. A faculty member on salaried leave, whether at 85% or 50% of salary, may not exceed 100% of regular salary by virtue of outside earnings or salary grants received. If such receipts are sufficient to cause total income to exceed 100% of regular salary, the University will reduce its salary payment by an amount equal to that excess. Funds so recovered will be added to those available for leave-replacement appointments. (Social Sciences and Humanities Research Council of Canada Leave Fellows should note that the value of the Leave Fellowship, stipendiary portion, will not exceed 15% of regular salary, for those receiving 85% from the University; it may be higher, depending on rank and actual salary rate, for those on half-salary leave.)

7. University benefits coverage will be maintained at a level appropriate to 100% of salary and in consequence related deductions will be calculated at the 100% level. Deductions for the various Government plans (Unemployment Insurance, Medicare, Quebec Pension...) and Income Tax will be made on the basis of actual salary.

Expenses Covered By The University

8. As indicated above, the University will defray the following costs, up to $2,300, provided such costs are not covered by outside funds:

   a) Travel to the principal place at which leave will be spent, for the faculty member and accompanying family. The actual cost of travel, as supported by appropriate receipts, will be accepted up to an amount not exceeding return economy airfare. Directly related ground transportation, e.g. airline limousine, will also be accepted.

   b) Extraordinary costs of dislocation, e.g. furniture storage costs.

   c) Tuition fees, books and supplies, for seminars or courses related to the purpose of the leave, for the faculty member only.

   d) Conference Registration fees. Related travel costs for the faculty member, including room and board, will also be accepted, provided the Conference is not at the principal place at which leave is being spent.

9. Claims for expenses should be submitted to the Faculty Personnel Office, on regular University Expense Account forms. The signed form must be accompanied by supporting receipts. Forms must be submitted no later than thirty days from the termination date of the period of leave.

Leave Research Grants (LRG's)

10. Current tax regulations provide for the possibility of claiming bona fide research expenses against income received for research purposes while on leave of absence from the University (Interpretation Bulletin available in the University Research Office).

11. Faculty members who have been awarded Research Grants which are paid directly to the University, e.g. Natural Sciences and Engineering Research Council (NSERC) will note that according to the Interpretation Bulletin such grants are not considered to be "received" and consequently are not taxable income. This section does not deal with this type of grant.

12. The University is prepared to arrange for payment in the form of a Research Grant, to faculty members on salaried leave in 1979-80, of that portion of the amount which would otherwise have been paid as salary, but which will in fact be spent on research. Payment in this form makes it possible to make a tax claim for legitimate expenses as provided for in the regulations.

13. In order to make this arrangement possible, leave recipients are invited to apply for **Leave Research Grant (LRG)**, up to a reasonable amount, on a form available at the University Research Office. For consideration, the application form, with signatures, must be received by the appropriate Vice-Rector, Academic, no later than May 1. Each application received will be considered on its merits, and if approved, a research account number will be opened by the Treasurer in the name of the faculty member. Faculty members are free to draw from this account, on their signature. Salary will be reduced by an amount equal to the **LRG.**

14. In order to maintain full University Benefit Plan coverage, deductions will be made from salary cheques at a rate appropriate to the salary amount which would otherwise have been earned if not on leave. Deductions for the various Government plans (Unemployment Insurance, Medicare, Quebec Pension...) will be made on the basis of the reduced salary.

15. Income Tax will be deducted on the basis of the reduced salary payments and reported on T-4 and TP-4 forms as usual. The **LRG,** with no tax deductions made, will be reported on T-4A and TP-4A forms.

16. Faculty members will be responsible for claiming expenses to be offset against the **LRG** income reported on the T-4A and TP-4A forms, and for this purpose are advised to keep careful records of allowable expenditures including invoices, receipts, etc., for the purpose of supporting the claim. Since tax will not have been deducted at source for the **LRG** expenditures, any expenditures not accepted by the Tax authorities as research expenses will result in the need to pay tax personally when Income Tax Returns are filed, or subsequently assessed.

17. The taxation year and period of leave are obviously not the same. It is therefore wise to apply for **Two Separate Leave Research Grants** in amounts which match planned expenditures over the periods in question. Specifically, the University is prepared to consider applications for the period June 1, 1979 through December 31, 1980, and January 1, 1980 through May 31, 1980, if such an arrangement should be beneficial to the faculty member. Grants made on this basis will be deposited to the **LRG** account at the beginning of each of the periods indicated. The faculty member will not have access to the second **LRG** until January 1, 1980.

DALHOUSIE UNIVERSITY

1. After six years' service on the full-time academic staff of the University, a member of the academic staff is eligible to apply for sabbatical leave for study and research. Tenured members of the academic staff may apply for a half-years's sabbatical leave after three years of service. Administrative officers holding academic appointments may also be considered for sabbatical leave. When the Board of Governors grants sabbatical leave it normally does so as much in expectation of benefit during future teaching and research from the faculty member's intellectual renewal during leave as in recognition of benefit during past teaching and research.

2. The application for sabbatical leave should be made through the chairman or head of the department to the appropriate Dean or higher administrative officer and reported to the office of the President before the last day of October of the academic year preceding that for which leave is being sought, and the application shall include an outline of the programme to be followed during leave.

3. In order to ensure maintenance of university programmes, the granting of sabbatical leave is subject to approval by the Board of Governors on the recommendation of the department chairman or head, the Dean of the faculty and the President.

4. Generally the period of leave granted after six or more years' service is for an academic year on half salary, but if satisfactory arrangements are made within the department concerned, the period may be for a half year on full salary, from July to December or January to June. A half year of leave granted after three years' service will be for half of an academic year, beginning July or January, at half the regular salary for the period, and it will count proportionately as part of a regular sabbatical leave privilege.

5. During sabbatical leave a member of the academic staff is expected to continue participation in the University Pension Scheme, insurance and other fringe benefit programmes on the same basis as though continuing in full-time service at the University on a full salary with both the member concerned and the University contributing at the usual rates.

6. A second or subsequent sabbatical leave may be granted to a member of the academic staff who has served for a period of years equivalent to that required for a first sabbatical leave, beginning from the end of the academic year in which a preceding sabbatical leave was taken.

COLLÈGE DOMINICAIN DE PHILOSOPHIE ET DE THÉOLOGIE

Selon le Père G.-Dominique Mailhiot, Régent des études, dans une lettre en date du 18 juillet 1978, le Collège Dominicain n'a pas de politique officielle concernant le congé sabbatique. En raison du caractère particulier de l'institution, chaque demande est étudiée par le conseil académique et le conseil d'administration du Collège universitaire.

UNIVERSITY OF GUELPH

Preamble

The overriding objective of the University is the continuance of its academic program at the level of excellence. The provision of periods of leave for faculty members makes an important contribution to the achievement of this objective. It must be recognized, however, that the demands made on the resources of the University will fluctuate from time to time, and that the adoption of a rigid leave policy might well reduce the effectiveness of the University in pursuing its major objective. The policy dealing with leave has therefore been drafted so as to permit a reasonable flexibility in its application.

Leave with Salary

1. a) The University encourages faculty members who have tenure and who have completed six full years of service to the University (since appointment or since completion of a previous leave with salary)* to apply for leave with salary. Every application will be considered in relation to the resources available to the Department and College concerned; very small Departments will be given special consideration in dealing with application for leave. The purpose of the leave is to enable the faculty member to devote time to scholarly development and thus to enhance the quality of his subsequent contribution to the University's academic program.

   b) It is expected that, at the time of application, the faculty member will provide a tentative plan for the leave period.

   c) For the purpose of determining eligibility for leave as a faculty member, the period of leave with salary granted to an academic administrative appointee will not count as a previous leave with a salary.

2. A period of leave with salary is not to be confused with a research semester.

3. Since the purpose of the leave is to enable the individual to devote his time to his own scholarly research and development, he should not, during the period of his leave, engage in remunerative employment to such an extent that the basic purpose of the leave cannot be accomplished.

4. The faculty member who qualifies under paragraph 2. of this policy may apply for up to twelve months' leave at a stipend determined on the following basis:

up to	7 months	100% of salary
	8 months	95% of salary
	9 months	90% of salary
	10 months	85% of salary
	11 months	80% of salary
	12 months	75% of salary

   If additional funds are received from outside sources, the salary will be adjusted so that the total remuneration will not exceed full salary plus a reasonable amount for travel.

5. Applications for leave with full or partial salary from individual faculty members who qualify under paragraph 2. above will be considered as soon as practicable by the Department Committee, and its recommendations forwarded through its Chairman to the Dean in his capacity as Chairman of the College Committee.**

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* *An exception to this stipulation will be made where the previous leave was connected with campaigning as a candidate for public office, in accordance with the Policy Statement on "Faculty Running for and Assuming Elective Public Office" or where the previous leave with salary was for a period of not more than a single semester.*

** *The Department Committee and the College Committee are those specified in the Policy Statement on Appointments, Tenure and Promotions. For purposes of considering applications for leave, the quorum of each Committee will be two less than the full Committee.*

6. The Dean will convene the College Committee as soon as it is practicable to consider all recommendations of the Department Committee concerning leave with salary. The decision on each application will be forwarded by the Dean to the faculty member and the Chairman of his Department.

7. Faculty members whose applications for leave have not received the support of their Department Committee may appeal to the College Committee. In the event the College Committee favours such an application the Department Committee is required to reconsider the application. If after consideration the Department Committee still does not favour the application, the Chairman shall forward to the Dean a statement which the Department Committee has agreed represents its reasons for not granting leave. In all cases the decision of the College Committee shall be final.

8. It is expected that the faculty member will return to the University for at least one year following the leave period.

9. The faculty member will receive the normal University benefits, including classification changes and salary adjustments, as these apply to faculty, but the Personnel Department should be consulted in each case in order to ascertain whether any special conditions apply.

HURON COLLEGE

According to J. Grant Morden, Principal, in a letter dated July 21, 1978, the Huron College policy is to grant one year at half salary or half year at full salary after six full years of service to the college. Sabbatical leaves are granted on application from the faculty member who submits his sabbatical program through the dean of his faculty. Huron College limits the number on sabbatical leave to two per year, normally one from each faculty.

UNIVERSITY OF KING'S COLLEGE

1. The Board of Governors grants sabbatical leave as much in expectation of benefit during future teaching and research from the faculty member's intellectual renewal during leave as in recognition of benefit during past teaching and research. In order to ensure that this expectation has a reasonable likelihood of being met, and in order to maintain University programmes, an application for sabbatical leave by an eligible member of the academic staff is subject to approval by the Board of Governors on the recommendation of the President.

2. **Eligibility and Duration - Initial Leave**

   Sabbatical leave for study and research may be granted to a member of the academic staff after six years of service on the full-time academic staff of the University. Administrative officers holding academic appointments may also be considered for sabbatical leave. The period of leave is generally for an academic year at from sixty to seventy-five percent of salary, but if satisfactory arrangements are made within the Department, Programme or School concerned, the period may be for a half year on full salary, from July to December or from January to June. After three years' service, tenured members of the academic staff may be granted a half year's sabbatical leave during the ensuing academic year, such leave to commence in July or in January and to be at from sixty to seventy-five percent of salary.

3. **Eligibility - Subsequent Leaves**

   A second or subsequent sabbatical leave may be granted to a member of the academic staff who has served for a period of years equivalent to that required for an initial sabbatical leave, beginning from the end of the academic year in which a preceding sabbatical leave was taken. In assessing an application for a subsequent sabbatical leave, consideration will be given to the academic and scholarly work of the staff member during and since previous leave(s).

4. **Application**

   The application for sabbatical leave shall include an outline of the programme to be followed during leave. The application should be made to the President who shall make a recommendation to the Board of Governors, having first consulted with the chairman or head of the department at Dalhousie or the appropriate Director of the University Programme or School. This application shall be made before the last day of October of the academic year preceding that for which leave is being sought.

5. **Report**

   A staff member returning from sabbatical leave is expected to submit a report through the department chairman or head or Director of the University Programme or School, to the President regarding the programme of study and research pursued, and is encouraged to present the intellectual fruits from this period of study to the appropriate audience within the University or at Dalhousie.

6. **Fringe Benefits**

   During sabbatical leave a member of the academic staff is expected to continue participation in the University Pension Scheme, insurance and other fringe benefit programmes on the same basis as though continuing in full-time service at the University on a full salary, with both the member concerned and the University contributing at the usual rates.

7. **External Financing**

   The University encourages members of the academic staff who are applying for sabbatical leave to seek support from sources outside the University to help cover expenses and loss of income associated with the leave. The form, nature and amount of external support is expected to be compatible with the purposes of sabbatical leave. Where external funds from grants or for services rendered exceed reasonable costs of research, relocation and loss of income associated with the leave, the University salary during leave may be reduced, by any excess, up to fifteen percent of salary.

KING'S COLLEGE

1. Leave may be granted to members of faculty by the Principal, subject to the approval of the Board of Directors. Leave may be one of three general types: leave of absence, study leave or sabbatical leave. Sabbatical leave is granted a member to further his scholarship through study, research, writing or other academic pursuits.

2. a) The College recognizes the importance of granting sabbatical leave from time to time to all full-time members of the faculty.

   b) After six years of service at the College, all full-time members of faculty may apply for up to twelve months leave at a stipend that does not exceed 75% of salary. Eligible faculty may apply for a six month leave at full pay. If additional funds are received from outside sources the salary shall be adjusted so that the total remuneration shall not exceed full salary plus a reasonable amount for travel.* The Faculty Leave Committee shall decide on the effect of any discontinuity of service at the College on the required six years for eligibility for sabbatical leave, taking into consideration all the circumstances of the individual case, and its decision shall be final.

   c) Service shall be counted from the date of appointment to the rank of Assistant Professor or above on the full-time faculty of the College, except that any continuous sabbatical entitlement earned while at the equivalent rank on the faculty of other universities may be counted. Credit (to a maximum of two years) shall be one year for every two years of such service; credit for one year is granted those who have served as Lecturer at King's College for a period of three years.

   d) Academic status, salary increments, full pension and insurance benefits shall be maintained while a faculty member is on sabbatical leave.

   e) A candidate for sabbatical leave is encouraged to seek outside financial support.

   f) Applications for sabbatical leave shall be made to the Dean (with copy to the Department Chairman), normally not later than the first day of October preceding the academic year in which leave would begin. Applications shall be accompanied by an outline of the academic program proposed, the date and duration of the leave, and a detailed budget.

   g) The Board of Directors shall determine the availability and allocation of funds for the support of the sabbatical leave program in the annual budget.

   h) The Faculty Leave Committee shall consist of the Dean (Chairman, ex officio) and three full-time faculty representatives (including one Department head) elected by Academic Council or equivalent body. (If the Principal and the Dean are the same person, another Department head is elected.) No applicant for sabbatical leave may serve on the Committee in the year of his application. The Committee shall select candidates on the basis of years of service, the teaching commitments of the College, merits of the program to be undertaken and any other appropriate criteria.

   i) The Principal forwards the recommendations of the Committee, along with his own recommendations, to the Board of Directors in such time that a decision may be taken not later than January 31.

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* *The equivalent of return economy air fare for faculty member (and spouse, if applicable).*

LAKEHEAD UNIVERSITY

1. Sabbatical leave may be granted to a tenured member of the full-time teaching staff. The University's regulations on sabbatical leave are as follows:

   a) A faculty member shall normally be eligible to apply for sabbatical leave six years after his appointment or six years after returning from a previous period of assisted leave. Half credit for a period of service at other universities shall be allowed.

   b) Sabbatical leave shall not be granted automatically upon the expiration of the necessary period of service and the number of leaves granted each year is limited to 10% of the faculty.

   c) Sabbatical leave shall be granted only when the work of the Department can be carried on satisfactorily without undue financial burden on the University. It is dependent upon the securing of a satisfactory replacement.

   d) Application should be made to the Chairman of the Department who shall immediately forward it to the respective Dean, accompanied by the Chairman's comments. The application shall then be considered by a committee appointed by the President. Complete plans for the proposed leave shall be included, and the final date for submitting applications shall be November 1st of the preceding academic year.

   e) The following regulations shall be applicable for those who are successful in their application for sabbatical leave:

      i) Period of leave: one academic year.

      ii) The faculty member on sabbatical leave shall receive 75% of salary. Each year of service would represent 12½% equity in the sabbatical leave allowance.

      iii) The faculty member shall return at the same rank that he held on July 1st of the year of the leave. Upon his return he shall receive the salary floor increase appropriate to that rank. The University's contribution to the pension fund for the faculty member on leave shall be 6% of the sabbatical leave allowance paid. Group life, salary continuance and health benefit contributions shall be made by the University during the year of leave in the regular amount of 70% of the premiums.

      iv) A faculty member on sabbatical leave shall, in the ordinary course of events, return to service at the university from which he is on leave, but he is not required to do so. If, in unusual circumstances, a faculty member resigns in his sabbatical year, his resignation should be received by April 7th. It is unprofessional to seek sabbatical leave in order to facilitate a search for a new post.

      v) Report on leave: it is anticipated that a returning faculty member shall in some way share the benefits of his activities undertaken while on leave.

LAURENTIAN UNIVERSITY OF SUDBURY

The University recognizes the desirability of providing full-time members of faculty with opportunities at regular intervals for leave from full-time academic duties in order to pursue private research and study. Sabbatical leave is defined as a period of leave from the University for the purpose of research or study approved by the University. It is intended that such leave will assist in improving the effectiveness of the faculty member in teaching, research and scholarly activity. The desirability in principle of providing replacements for members of faculty on sabbatical leave is recognized.

1. Faculty eligible for sabbatical leave are those holding the academic rank of Professor, Associate Professor and Assistant Professor. In the case of Assistant Professor, to be eligible a faculty member must have spent a minimum of two years in this rank.

2. Time spent on leave from the University whether on sabbatical leave, study leave or leave without pay does not count towards sabbatical eligibility.

3. A faculty member may receive credit towards a sabbatical leave for full-time faculty service at another institution, including service at a federated or affiliated college. Such credit shall amount to one year's credit for each two years of service at the other institution to a maximum of three years' credit. The initial letter of appointment shall specify sabbatical leave entitlement, if any.

4. A faculty member eligible for sabbatical leave accumulates 12 points credit towards a sabbatical leave for one year of full-time service in the University to a maximum of 100 points. A faculty member is eligible for sabbatical leave after accumulating 72 points (6 years of full-time service).

5. A faculty member eligible for sabbatical leave may choose to take a leave of six months duration or one of twelve months duration. Leaves of twelve months duration shall begin on 1 July. Leaves of six months duration shall begin on 1 July or 1 January.

6. A faculty member choosing six months' leave is entitled to full salary after six years of service. A faculty member choosing twelve months leave is entitled to a stipend on the following schedule:

After 6 years of service	70% of salary
After 7 years of service	80% of salary
After 8 years of service	90% of salary
After 9 years of service	100% of salary

   All accumulated credits are consumed when a sabbatical leave is taken.

   Faculty eligible for sabbatical leave who fail to take it after ten years of service shall lose their accumulated eligibility.

7. During the period of sabbatical leave, the faculty member shall continue to receive all fringe benefits, including the annual contractual travel allowance, on the same basis as if he were a regular full-time member of faculty.

8. A faculty member on sabbatical leave shall be entitled to consideration for the normal salary increment but may not apply for a merit increment or a promotion while on leave. Upon return from leave, he is eligible for consideration by the Promotions Committee for merit increments and promotion following a critical assessment of his academic accomplishments while on leave.

9. Immediately upon completion of the sabbatical year, the faculty member undertakes to resume responsibilities as a full-time member of faculty of the University for a minimum period of one year and if he does not do so is indebted to the University for the repayment of the sabbatical stipend.

10. Applications for sabbatical leave shall be made through the academic unit head (departmental chairman or school director), and the appropriate Dean to the Vice-President (Academic). In submitting an application for sabbatical leave, the faculty member shall provide a brief description of the research or study project for which the leave is being sought and indicate what other sources of funds are being sought for this same

purpose. In forwarding the application to the dean, the academic unit head shall recommend for or against approval, including in the recommendation not only an assessment of the project but also a judgement on how the leave, if granted, will affect the academic program(s) and the budget of the particular academic unit. In forwarding the application to the Vice-President (Academic), the dean shall make an assessment of the application on the same grounds.

11. Each academic unit head shall maintain a sabbatical leave plan for faculty in the unit and review it annually, making whatever revisions are in order.

12. Applications for sabbatical leave shall be filed with the Vice-President (Academic) no later than 30 September of the academic year preceding that in which the leave is to be taken. The Vice-President (Academic) shall verify the status of the application in relation to the relevant University policies and forward it to the Executive Committee of the Board of Governors for final financial approval.

13. After approval by the Executive Committee of the Board of Governors, the President shall inform the faculty member of the decision taken. Sabbatical leaves, once approved in this fashion, are subject to final review and confirmation by the President in the light of relevant academic and financial considerations arising from the operating budget as approved for the academic year in which the leave is to be taken. Confirmation (or otherwise) shall be provided by 15 January of the year in which the leave is to be granted.

14. In the event that it is necessary on financial or academic grounds to withhold confirmation of a sabbatical leave previously approved, the faculty member shall be given priority for a leave the following year.

15. In the event that a faculty member with a confirmed sabbatical leave wishes to postpone the leave, permission to do so shall be sought from the academic unit head and the appropriate dean and may be refused on academic or financial grounds or both. If postponement is approved, the faculty member does not have right of precedence over colleagues in the unit's sabbatical leave plan.

16. Upon return to the unit after leave the faculty member shall make a report on how the sabbatical leave was spent and this report shall become part of his file to be used in evaluating the faculty member for salary increments and promotion.

17. A faculty member on sabbatical leave shall not take other paid appointments without the written permission of the Vice-President (Academic).

18. The University will provide a portion of the sabbatical leave stipend as a research grant.

19. The program of French language training courses is considered as an acceptable project for part of a professor's sabbatical leave.

UNIVERSITÉ LAURENTIENNE DE SUDBURY

L'Université reconnait qu'il est souhaitable de fournir à intervalles réguliers l'occasion aux membres à plein temps du corps professoral de se libérer de leurs fonctions d'enseignement à plein temps en vue de faire des travaux de recherche et de poursuivre des études. Le congé sabbatique se définit comme une autorisation de s'absenter de l'Université à des fins de recherche ou d'études approuvées par l'Université. Il est entendu qu'un tel congé doit contribuer à améliorer l'efficacité du professeur sur le plan de l'enseignement, des recherches et des études. Il est reconnu qu'il est souhaitable en principe de remplacer les professeurs en congé sabbatique.

1. Sont admissibles au congé sabbatique les professeurs qui occupent les rangs de professeur titulaire, professeur agrégé et professeur adjoint. Pour être *admissibles*, les professeurs adjoints doivent avoir occupé ce rang pendant au moins deux ans.

2. Les années de congé, qu'il s'agisse d'un congé sabbatique, d'un congé d'études ou d'un congé sans traitement, n'entrent pas en ligne de compte aux fins de l'admissibilité au congé sabbatique.

3. Les années passées comme professeur à plein temps dans un autre établissement, dont un collège fédéré ou affilié, peuvent entrer en ligne de compte aux fins de l'admissibilité au congé sabbatique, de la manière suivante: deux ans d'enseignement à l'autre établissement donnent droit à une année de service à l'Université Laurentienne, jusqu'à concurrence de trois années de service à l'Université Laurentienne. La lettre de nomination initiale doit préciser le nombre d'années crédité aux fins du congé sabbatique, s'il y a lieu.

4. Un professeur admissible au congé sabbatique accumule, pour une année d'enseignement à plein temps à l'Université, un crédit de 12 points aux fins de son congé sabbatique, jusqu'à concurrence de 100 points. Il peut prendre son congé sabbatique lorsqu'il a accumulé 72 points (6 années d'enseignement à plein temps).

5. Un professeur admissible au congé sabbatique peut choisir de prendre un congé de six mois ou de douze mois. Les congés de douze mois commencent le 1er juillet; ceux de six mois commencent le 1er juillet ou le 1er janvier.

6. Le professeur qui choisit un congé de six mois a droit à son traitement complet après six ans de service. Le professeur qui choisit un congé de douze mois est rémunéré selon le barème suivant:

après 6 ans de service	70% du traitement
après 7 ans de service	80% du traitement
après 8 ans de service	90% du traitement
après 9 ans de service	traitement complet.

   Lorsqu'un professeur prend son congé sabbatique, il épuise tous les crédits accumulés.

   Les professeurs admissibles au congé sabbatique et qui n'en profitent pas après dix années de service perdent les crédits qu'ils ont accumulés.

7. Pendant la durée du congé sabbatique, le professeur continue de bénéficier de tous les avantages sociaux, y compris l'allocation de déplacement annuelle, de la même façon que s'il enseignait à plein temps à l'Université.

8. Un professeur en congé sabbatique a le droit d'être considéré en vue d'une augmentation de traitement normale mais il ne peut demander d'augmentation au mérite ni de promotion durant son congé. A son retour, il peut également présenter une demande au Comité des promotions, qui lui accordera une promotion et des augmentations au mérite s'il juge que le congé a donné d'excellents résultats.

9. Dès la fin de son congé le professeur s'engage à reprendre ses fonctions de professeur à l'Université pour une durée d'au moins un an, et s'il ne le fait pas il doit remettre à l'Université le traitement qu'on lui a versé durant son congé sabbatique.

10. L'intéressé soumet sa demande de congé sabbatique au Vice-recteur académique par l'intermédiaire du chef de l'unité enseignante (directeur du département ou de l'école), et du Doyen compétent, il doit annexer à sa demande une brève description du projet de recherche ou d'étude pour lequel il désire un congé et indiquer

quels autres moyens de financement sont recherchés à cette fin. En transmettant la demande au Doyen, le chef de l'unité enseignante en recommande l'approbation ou le refus; la recommandation doit comprendre, en plus de l'évaluation du projet, une opinion sur les répercussions du congé, s'il est accordé, sur le(s) programme(s) et le budget de l'unité enseignante. En transmettant la demande au Vice-recteur académique, le Doyen évalue celle-ci de la même façon.

11. Le chef de chaque unité enseignante doit tenir un programme de congés sabbatiques pour les professeurs de son unité et réexaminer celui-ci chaque année, y apportant les modifications qui s'imposent.

12. Les demandes de congé sabbatique doivent être présentées au Vice-recteur académique au plus tard le 30 septembre de l'année universitaire qui précède celle au cours de laquelle le congé doit être pris. Le Vice-recteur académique examine la demande en regard des politiques établies à l'Université, et il la transmet au Recteur qui la présente au Comité exécutif du Conseil des gouverneurs pour approbation en ce qui concerne l'aspect financier de la demande.

13. Une fois la demande approuvée par le Comité exécutif, le Recteur en informe l'intéressé. Après avoir été approuvés de cette façon, les congés sabbatiques sont soumis à une étude finale et doivent être confirmés par le Recteur à la lumière des impératifs des programmes et du budget d'exploitation approuvé pour l'année universitaire durant laquelle le congé doit être pris. La confirmation (ou le refus) doit être communiqué au plus tard le 15 janvier de l'année au cours de laquelle le congé doit être accordé.

14. Si, en raison des impératifs des programmes ou du budget, la confirmation d'un congé sabbatique déjà approuvé doit être remise à plus tard, l'intéressé figurera en tête de la liste des congés l'année suivante.

15. Si, pour une raison quelconque, le professeur décide de remettre son congé à plus tard, il doit obtenir l'autorisation du chef de l'unité enseignante et du Doyen compétent, et cette autorisation peut être refusée en raison des impératifs des programmes ou du budget, ou pour ces deux motifs. Si la remise est approuvée, l'intéressé n'a aucun droit de préséance sur ses collègues pour ce qui est du programme de congés sabbatiques de l'unité.

16. Au retour à l'unité, le professeur rédige un rapport de ses réalisations durant son congé sabbatique et ce rapport est versé à son dossier et utilisé au moment d'évaluer le travail du professeur aux fins des augmentations de traitement ou d'une promotion.

17. Un professeur en congé sabbatique ne doit pas accepter de travail rémunéré sans avoir obtenu la permission écrite du Vice-recteur académique.

18. L'Université accorde une partie de la rémunération de congé sabbatique comme subvention de recherche.

19. Le programme de cours de français est considéré comme un projet acceptable pour une partie du congé sabbatique d'un membre du corps professoral.

UNIVERSITÉ LAVAL

Définition et conditions d'admissibilité

1. L'année sabbatique est accordée par l'Université à un professeur dans le but de lui permettre de renouveler et d'enrichir ses connaissances dans la ou les disciplines de sa compétence, de poursuivre des travaux de recherche ou de se livrer à toute activité scientifique ou artistique approuvée selon les dispositions du présent article.

2. L'année sabbatique est prise normalement au cours de trois (3) sessions consécutives. Cependant, elle peut être scindée par accord entre le professeur et le responsable de l'unité pédagogique et administrative.

3. Sous réserve des paragraphes 4. à 8., un professeur qui satisfait aux conditions suivantes a droit à l'année sabbatique:

   a) être un professeur agrégé ou titulaire;

   b) avoir acquis six (6) années de service depuis son engagement ou depuis le retour de sa dernière année sabbatique, ou avoir acquis au moins quatre (4) années de service ou plus à l'Université, s'il compte deux (2) années de service dans un milieu universitaire ou l'équivalent;

   c) faire la preuve que des bourses ou de l'aide analogue ont été demandées à des organismes appropriés.

Procédure et entente

4. Le professeur qui désire se prévaloir d'une année sabbatique en fait la demande par écrit au responsable de l'unité pédagogique et administrative. Les demandes doivent être soumises en septembre de chaque année pour l'année sabbatique devant commencer au début de la session d'été de l'année universitaire courante ou au cours des sessions d'automne ou d'hiver de l'année universitaire suivante.

5. La demande de l'année sabbatique doit être accompagnée du plan de travail à réaliser durant cette année et de la déclaration des bourses ou de l'aide analogue demandées ou obtenues.

6. Le responsable de l'unité pédagogique et administrative peut refuser une demande d'année sabbatique s'il considère que celle-ci est incompatible avec le plan de d'éveloppement ou avec les besoins en matière d'enseignement ou de recherche de l'unité pédagogique et administrative, ou bien s'il estime qu'elle ne satisfait pas à des critères minimaux de qualité universitaire. Au plus tard le premier (1er) décembre, le responsable de l'unité pédagogique et administrative doit donner les raisons de son refus par écrit au professeur.

   En cas de refus, le professeur peut formuler un grief en alléguant que sa demande n'a pas fait l'objet d'un examen adéquat ou que la décision n'est pas raisonnable.

7. Face à des candidatures de même pertinence, dans une unité pédagogique et administrative, la priorité est d'abord accordée aux professeurs qui ont le plus d'années de service depuis leur engagement, puis à ceux qui ont le plus d'années de service depuis leur dernière année sabbatique, le cas échéant.

8. Dans le cas où plusieurs professeurs dans une unité pédagogique et administrative ont le même nombre d'années de service depuis l'engagement ou depuis la dernière année sabbatique et que leurs plans de travail respectifs sont acceptés par le responsable, le responsable de l'unité pédagogique et administrative donne son avis écrit motivé sur les candidatures et dresse, s'il y a lieu, la liste des candidatures retenues par lui, par ordre de priorité; cet ordre de priorité est établi pour assurer le fonctionnement de l'unité pédagogique et administrative.

9. La recommandation motivée du responsable de l'unité pédagogique et administrative accompagnée de la liste des candidatures est transmise au plus tard le premier (1er) décembre au Vice-recteur aux affaires professorales et étudiantes ainsi qu'au professeur en cause.

10. L'Université fait connaître sa réponse, par écrit, au professeur en cause et au responsable de l'unité pédagogique et administrative, au plus tard le 31 décembre.

11. Si l'année sabbatique n'est pas recommandée suite à l'application du paragraphe 8., le professeur en cause est automatiquement le premier à se prévaloir d'une année sabbatique l'année suivante, et il ne perd aucun droit dans la comptabilisation des années de service pour sa prochaine année sabbatique, sous réserve des priorités établies au paragraphe 7.

12. Le professeur bénéficiaire présente au responsable de l'unité pédagogique et administrative son budget de frais admissibles au plus tard trente (30) jours avant la date de départ en année sabbatique.

13. L'Université est liée, dès que l'entente à intervenir entre le professeur et l'Université a été signée par eux.

14. Le professeur bénéficiaire de l'année sabbatique fait, sur demande, un rapport écrit au responsable de l'unité pédagogique et administrative après son retour à l'Université.

15. Si un professeur décline l'offre de l'Université avant le 15 février, l'offre est retirée, mais il peut toujours présenter sa candidature l'année suivante.

16. Un professeur ayant signé une entente d'année sabbatique et en ayant commencé l'exécution, doit attendre six (6) ans avant d'être admissible de nouveau, même s'il ne peut pas la terminer, à moins que l'interruption ne soit due à une cause majeure.

Traitement et frais admissibles

17. Le professeur bénéficiaire d'une année sabbatique reçoit son plein traitement régulier. Le traitement est payé selon les dispositions de la convention collective.

18. Les frais suivants sont admissibles et remboursés jusqu'à un maximum global de $4,500.00, indexé annuellement à partir du 1er juin 1976 selon l'indice moyen des prix à la consommation au Canada, sur présentation de pièces justificatives:

    a) les frais de scolarité du bénéficiaire;

    b) le coût ou l'équivalent du coût du transport du bénéficiaire, de son conjoint et de ses enfants, par voie aérienne, au tarif de la classe économique, une fois aller et retour;

    c) le coût de déménagement des biens personnels du bénéficiaire, de son conjoint et de ses enfants, une fois aller et retour;

    d) tous autres frais acceptés par l'Université.

19. Toute bourse, aide financière ou traitement reçus par le bénéficiaire pour les activités qui font l'objet du plan de travail de l'année sabbatique, sont cédés à l'Université qui en remet 20% au bénéficiaire.

20. Le bénéficiaire qui quitte volontairement son emploi pendant l'année sabbatique ou l'année qui suit le terme de son année sabbatique ou le bénéficiaire qui n'a pas réalisé son plan de travail sans motif raisonnable rembourse, en monnaie légale du Canada, la somme d'argent correspondant aux frais que l'Université lui a versés en sus de son traitement et qui ne sont pas couverts par les sommes cédées à l'Université selon les dispositions du paragraphe 19. Ce montant est alors constitué en capital d'un prêt portant intérêt au taux de 8% l'an.

21. Le bénéficiaire est libéré de tout remboursement dans le cas de décès ou d'invalidité permanente le rendant incapable de satisfaire à ses obligations.

THE UNIVERSITY OF LETHBRIDGE

1. Principles

a) Sabbatical leaves are viewed as benefiting the Faculty Members and the University.

b) Only those Faculty Members who hold appointment with tenure are eligible to apply for sabbatical leave.

c) While on sabbatical leave, a Faculty Member shall make normal contributions to the University pension plan, insurance plans, together with contributions as required by statute, and is eligible for promotion and salary increment effective at the normal time of year. The period of sabbatical leave shall be included as years of service in determining pension benefits.

2. Entitlement

The Board shall make available a number of full-time equivalent sabbatical leaves annually equal to eight per cent (8%) of the total number of Faculty Members during the previous year.

3. Kinds of Sabbatical Leave

a) In terms of duration of sabbatical leave, there shall be two (2) kinds: half sabbaticals lasting six (6) months and full sabbaticals lasting twelve (12) months.

b) A full sabbatical shall normally begin on July first.

c) A half sabbatical shall normally begin on either January first or July first.

d) If sufficient justification is given, initiation of sabbatical leaves on dates other than the above may be approved by the President if recommended by the Dean.

4. Eligibility

a) A Faculty Member after six (6) years of full-time service with the University uninterrupted by a sabbatical leave shall be eligible to apply for a full sabbatical leave and a Faculty Member after three (3) years of full-time service with the University uninterrupted by a sabbatical leave shall be eligible to apply for a half sabbatical leave.

b) In determination of eligibility to apply for sabbatical leave, leaves awarded may or may not be counted as time spent in full-time service with the University. When recommending such leave for a Faculty Member, the Dean shall include a specification on this matter.

5. Financial Support

a) Except as provided hereunder, the Board shall provide eighty per cent (80%) of salary for the duration of a sabbatical leave.

b) Unless approved in advance by the President, a Faculty Member taking a sabbatical leave shall not be entitled to remuneration during the leave from all sources in excess of one hundred per cent (100%) of his/her normal salary from the University.

c) In the event that total remuneration exceeds the maximum set forth in paragraph 2. above, the Board shall reduce its contribution so that the total remuneration is 100% of normal salary from the University.

d) The Faculty Member taking sabbatical leave may apply for a sabbatical leave research grant in lieu of an equivalent portion of the sabbatical leave salary.

6. Application

a) Applications by Faculty Members who are eligible for sabbatical leaves shall be submitted to the

Dean in writing by July 1 of the year immediately preceding the academic year for which the sabbatical leave is requested.

b) Normally decisions on the granting of sabbatical leaves shall be made at least six (6) months prior to the commencement of the sabbatical leave.

c) An application for sabbatical leave shall include:

i) the kind of sabbatical leave requested, half sabbatical or full sabbatical;

ii) a statement of what the applicant intends to do during the proposed leave. The applicant shall indicate where the work will be done, or how the location will later be selected. The applicant shall describe why the proposed activities are academically valuable to the University.

iii) evidence from accomplishments at the University that the applicant is likely to accomplish enough to justify the sabbatical leave.

iv) a description of the way in which the accomplishments while on sabbatical leave will be recorded and reported to the Dean.

7. Approval

a) The Dean and Chairmen of all Departments in a Faculty shall establish general policies and procedures, within the limitations set by the provisions of this Article, regarding the award of sabbatical leaves in that Faculty.

b) A Faculty Member shall be granted sabbatical leave, provided that:

i) the leave is recommended by the Dean on the basis of the merit of the application assessed through the policies and procedures as provided in paragraph 1. above.

ii) the leave can be accommodated within the total number of available sabbatical leaves;

iii) the leave can be arranged within the priorities of the Faculty as determined by the Dean, who shall make budgetary provisions for replacements as may be necessary;

iv) the leave is approved by the President.

THE UNIVERSITY OF MANITOBA

N.B. The sabbatical leave policy of the University of Manitoba is also applicable to the faculty of both St. John's and St. Paul's Colleges.

1. Principles

The practice of taking research/study leaves is viewed as benefiting the leave-takers, the home university, and the academic community in general.

a) Research/study leaves are viewed as having the following immediate purposes:

i) to allow Members to engage in research, and

ii) to allow Members to improve themselves academically, and

iii) to allow a professional librarian to improve professionally so that he/she can perform his/her duties as a professional librarian more effectively.

b) Research/study leaves are available to Members.

c) While a Member is on research/study leave the Member and the University are required to make normal contributions to the pension plan and staff benefits programs, together with contributions as required by statute, and the Member is eligible for promotion and salary increase, effective at the normal time of year. The period of research/study leave shall be included as years of service in determining pension benefits.

d) Once a research/study leave has been granted, it is normally expected that the Member will take the leave.

e) A Member on research/study leave is not required to leave the University during the period of his/her leave.

f) Each department, faculty school and the libraries should plan the research/study leaves of its Members well in advance.

2. Regulations

a) *Kinds of Research/Study Leaves*

i) For professional librarians: in accordance with the system outlined below.

ii) For faculty members:

a) In terms of duration of research/study leave, there shall be two (2) kinds: half research/study leaves lasting six (6) months and normally including the whole of either the fall term or the spring term and full research/study leaves lasting twelve (12) months, normally including the whole of both fall and spring term.

b) A full research/study leave shall normally begin on July first.

c) A half research/study leave shall normally begin on either January first or July first.

d) If sufficient justification is given, initiation of research/study leaves on dates other than the above may be approved by the President, if recommended by the department head and supported by the Dean/director.

b) *Entitlement* 123

i) For professional librarians the University shall make available research/study leaves totalling thirty

(30) months in duration for the 1978-79 fiscal year and thirty (30) months in duration for the 1979-80 fiscal year.

ii) The University shall make available 86 full-time equivalent research/study leaves to faculty members in the bargaining units for the 1978-79 academic year and the same number for the 1979-80 academic year.

c) *Applications for Research/Study Leaves*

i) Members who are eligible for research/study leaves may make application therefor, in writing and on the appropriate form, by October first of the year immediately preceding the academic year for which the research/study leave is requested. Normally decisions on the granting of research/study leaves will be made at least six (6) months prior to the commencement of the research/study leave.

ii) A faculty member who is eligible for a full research/study leave may apply instead for a half research/study leave without salary reduction. A half research/study leave without salary reduction shall be deemed to be equivalent to a full research/study leave.

iii) A Member whose leave project is of such a nature that it can be funded externally shall make application for external funds.

iv) Providing that:

a) his/her research/study leave plans are recommended by his/her dean/director as being justified in terms of paragraph 1.a) above (this recommendation can be grieved only as a claim of unjust treatment in accordance with the procedures outlined in Article XXXII, Grievance Procedure and Arbitration);

b) the leave can be arranged within the priorities of the department and faculty/school, or of the libraries, and

c) can be accommodated within the entitlement as set out under paragraph 2.b) above; then

- A professional librarian who has completed a minimum of three (3) full years of full-time service shall receive two (2) months of research/study leave for each year of full-time service. However, the duration of a research/study leave may not exceed twelve (12) months. For the purposes of calculating entitlement; 'full-time service' shall mean service at the University as a professional librarian on a full-time basis that has been uninterrupted by a research/study leave.

- Faculty members after twelve (12) terms, six (6) years of full-time service with the University uninterrupted by a research/study leave, shall receive a full research/study leave and a faculty member after six (6) terms, three (3) years of full/time service with the University uninterrupted by a research/study leave, shall receive a half research/study leave with the exception that if the faculty member elects to take his/her half research/study leave during the spring term of the academic year following his/her six (6) terms of consecutive service, the fall term of that year shall count as service towards his/her next leave.

v) In applying 2.c)*iv)* above, leave other than research/study leaves, depending on the nature of the leave, may or may not be counted as time spent in full-time service with the University. Before taking a leave other than research/study leave, the leavetaker should consult with his/her dean/director to clarify this matter. Paid leaves shall be counted as time spent in full-time service with the University.

vi) Whenever a faculty member is entitled to a full research/study leave, a half research/study leave may be elected instead.

vii) a) In the event that a Member applies for a research/study leave but it is not granted because of the application of 2.c)*iv)b)* and/or that Member's application shall receive prior consideration the following year, and he/she shall receive a credit which shall shorten his/her eligibility for subsequent research/study leaves by the length of time equal to the duration of the requested but

denied research/study leave. The name of any Member denied a research/study leave for two (2) consecutive years because of the application of 2.c)*iv)b)* and/or *c)* shall be forwarded to the Association.

b) To be entitled to a research/study leave credit, a faculty member must have six (6) years of full-time service with the University for a full research/study leave and three (3) years of full-time service for a half research/study leave.

c) To be entitled to a research/study leave credit, a professional librarian must have three (3) years of full-time service with the University.

d) *Obligation to Return*

A faculty member who has taken a research/study leave shall be under an obligation to return to the University for a period of time equal to his/her research/study leave.

e) *Financial Support*

i) Except with the permission of the University, a Member on research/study leave shall not undertake paid assignments or seek out a new appointment.

ii) For faculty members the University shall provide eighty per cent (80% of monthly salary, for the duration of a full research/study leave and a half research/study leave taken after three (3) years of full-time service at the University. For professional librarians the University shall provide eighty per cent (80%) of the monthly salary for the duration of a research/study leave.

iii) Whenever a faculty member is eligible for a full research/study leave at eighty per cent (80%) he/she may apply instead for a half research/study leave for which the University shall provide one hundred per cent (100%) of monthly salary during the six (6) month period. A half research/study leave at one hundred per cent (100%) of monthly salary shall count as equivalent to a full research/study leave at eighty per cent (80%) of monthly salary.

iv) Unless approved in advance by his/her dean/director, no member taking a research/study leave shall be entitled to remuneration during the leave from all sources in excess of one hundred per cent (100%) of his/her normal earnings from the University plus research/study expenses approved by the University (excluding any amount paid under *vii)* below plus round-trip travel costs for the member and dependents.

v) The University may reduce its normal contribution to research/study leave remuneration if total remuneration exceeds the maximum specified the specified under *vi)* above.

vi) The rate of interest to be charged on loans from the Hogg fund shall be five per cent (5%) per year.

vii) While on research/study leave a member may apply to have a portion of his/her salary paid in the form of a research grant.

McGILL UNIVERSITY

General

The University will pay 75% of full salary to sabbaticants under conditions outlined in the regulations and will also pay its normal share of fringe benefits. Successful applicants are also able to apply to a university fund for further assistance for sabbatic leave, if needed.

Federal income tax regulations allow the sabbaticant to request this institution to designate a portion of his/her salary as a "research grant". Certain very specific expenditures, outlined in the tax regulations, can be deducted from this portion of the salary for tax purposes. The University is a party to this policy on the distinct understanding that it is the responsibility of the sabbaticant to satisfy the Department of National Revenue as to the legitimacy of these deductions.

In addition, sabbaticants are urged to apply for and often obtain "grants in aid of research" from Federal agencies or philanthropic foundations. The combination of these funds and the salary component given by the University is outlined in the regulations.

Regulations

1. The justification for sabbatic leave is seen solely as the opportunity for the pursuit of scholarship and academic renewal.

2. During the sixth year of credited service or after, from date of appointment or previously granted sabbatical, the University regards the right to apply for a sabbatical as earned.

3. Because of the financial and practical position of the University, sabbatic leaves are on a discretionary basis, but it is understood that after six years' service the sabbatic leave will not be arbitrarily withheld.

4. Up to a maximum of two years' service at another or other universities is counted towards the minimum of six years credited service required by the University for a sabbatic leave. No account will be taken of years additional to the six required years which are served prior to a previous sabbatic leave.

5. a) A period during which leave of absence is granted does not constitute a qualifying period for the purpose of satisfying the six-year rule.

   b) Sabbatic leaves need not necessarily be for a full twelve month period. Sabbatic leaves granted for less than a year do not imply that the remainder of the year will be credited towards a future sabbatic leave.

6. The staff member shall state on applying for the sabbatical, his/her intent to return to the University for a period of at least one academic year.

7. Deans or Departmental Chairmen must consider the applicant's statement of sabbatic leave plans and discuss those plans with the applicant. While McGill makes no approval requirement, it is concerned that a plan, having substance and intellectual merit, exists.

8. On return the sabbaticant is required to give an account of his/her year.

9. With the exception of the amount listed in Section 10., awards from outside agencies shall not be used to increase the sabbaticant's salary beyond 100%; the excess amounts shall be treated as described in Section 11. Any other income, such as fees or salaries, that exceed the amount necessary to bring the salary to 100%, are also refundable to the University. If the University makes these deductions from the sabbatic payments, they shall first deduct from such payments earmarked as salary, and only as to any excess from sabbatic payments earmarked as research grant.

10. a) The first $2,000 of a grant-in-aid of research given to the sabbaticant for the purposes of accomplishing his/her sabbatical plan shall not be deducted from his/her University salary, assuming this is acceptable to the granting agency.

    b) In addition to a) above, assuming this is acceptable to the granting agency, the sabbaticant may claim

expenses (on a strict accountability basis) up to the sum of $2,000 from any grant or earned income received. The expenses claimed if approved by the Departmental Chairman (or Dean in those faculties which have no departments) will not be deducted from his/her salary.

11. Monies saved to a faculty by such deductions are credited to that faculty on an accrual basis, i.e. regardless of accounting years, so that each Dean has the benefit of savings in years subsequent to the year in which the saving occurred; these monies to be used for sabbatic purposes only.

12. There is a legal obligation between the sabbaticant and the University to the effect that the grantee of a sabbatical will declare all grants and remuneration for income earned, whether paid or accrued during the year.

13. The applicant must complete an application form for sabbatic leave, wherein over his/her signature he/she promises to declare all such grants and remuneration. On the sabbatical being granted, the University completes the form, and returns a copy to the sabbaticant, thus accepting the application on the terms stated.

14. A Senate Standing Committee on Sabbatic Leaves, composed of two (2) persons named by M.A.U.T., two (2) by the Principal, and a Chairman selected by the named members is responsible for reporting annually on the implementation of Leave Policy and making recommendations for adjustment in this policy, its administration and its financing.

McMASTER UNIVERSITY

The University's system of Sabbatical Leave is designed to contribute to the professional resources and effectiveness of the faculty member and to the value of his subsequent service to the University community. A Sabbatical Leave may be granted when the proposed purpose of the leave is consistent with these criteria and when the teaching program of the department and the interests of the University will not be seriously impaired by the faculty member's absence. Such leaves, when granted, are to be used for the pursuit of scholarship, e.g. for study, research or publication.

1. Sabbatical Leave may be granted by the President on the recommendation of the Vice-President (Academic) with the advice of the appropriate Dean and Departmental Chairman. Such leaves will be reported to the Senate for information.

2. Any full-time tenured member of the faculty will be eligible for Sabbatical Leave on completion of six years of full-time service on the teaching staff of McMaster University at the rank of Lecturer or higher. Six years of further full-time service will be necessary to establish eligibility for a subsequent Sabbatical Leave. In cases where the exigencies of University operation require a faculty member to postpone the taking of a Sabbatical Leave for which he is eligible and for which he has applied, such circumstances will be taken into consideration when subsequent leave is requested.

3. A faculty member may be granted a Sabbatical Leave for a period of six or twelve months after the prescribed term of service. Sabbatical Leave will normally begin on eigher July 1 or January 1, as approved. The length of leave will be determined by the nature of the project and the effect of the faculty member's absence on the work of his department.

4. A faculty member on a six month Sabbatical Leave will receive full salary during the period of his leave; a faculty member on a twelve-month Sabbatical Leave will receive three quarters of his salary during the period of his leave. A faculty member on Sabbatical Leave may accept fellowships, honorary visiting professorships, or the like, provided that any duties associated with the same will not distract him from his scholarly work for any significant time. This does not preclude the acceptance of occasional paid lecturing, consulting, writing or like activities which do not interfere with his sabbatical leave program, and which are consistent with the University's consulting policy. However, the faculty member must report to the Dean of his Faculty the award of any fellowships and the acceptance of any work for which he is to be paid, giving sufficient details about the type of award or work and its remuneration and duration to show that it is consistent with the principles outlined in this document.

5. A faculty member must apply in writing to the Dean of his Faculty for a Sabbatical Leave not later than January 15 preceding the University year in which the leave is desired. His application will state the purpose of his leave and will list any leave grant or other leave support for which he is applying from an outside agency.

6. In exceptional cases Special Leave may be approved on the normal financial terms for a full-time faculty member although he may have served fewer than six years on the McMaster staff or since his last Sabbatical Leave at this University. Such leaves may be granted by the President on the recommendation of the Vice-President (Academic) with the advice of the appropriate Dean and Departmental Chairman. It is understood that only a small number of such leaves, if any, will be approved in any one year. If such a leave is granted, the recipients will become eligible for a Sabbatical Leave only after six additional years of full-time service.

7. A faculty member who is granted a Sabbatical or Special Leave is expected to submit a report to the Dean of his Faculty on his activities while on leave.

8. For purposes of pension contributions, insurance, medical and disability benefits, salary increases, and promotions, the faculty member on leave will be regarded as a full-time member of the academic staff at his regular salary. The University and the faculty member will continue to contribute their normal shares of the cost involved.

9. When recommending a Sabbatical Leave, Departmental Chairmen will always be concerned to see that the teaching responsibilities of the department can be carried on in a satisfactory fashion. It is expected that as far as possible Departments will endeavour to schedule leaves for their faculty members so that replacements will be kept to a minimum.

10. It is the firm intention of the University to support in every way possible the leave policy stated in this document. In the event of severe financial restraints, however, the University would have to reconsider its position and could reserve the right to limit the number of leaves granted in any one year.

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

1. A full-time teacher is eligible to be considered for sabbatical leave for study and research under the following terms and conditions:

   a) An applicant should normally have completed at this University six years' continuous full-time service. It is expected that, on expiration of leave, the applicant intends to return to his duties at this University. Sabbatical leave may be granted by the University after a shorter period, if warranted.

   b) Sabbatical leave is normally granted for twelve months, extending from September 1st of one year to August 31st of the next. In exceptional cases, other arrangements may be considered.

   c) When sabbatical leave is granted, the individual will receive a grant equal to 75 per cent of his salary for the period of the leave. If he fails to return, without due cause, to the University for at least one year, he will be required to refund his sabbatical grant.

   d) The teacher may receive while on sabbatical leave, outside assistance in the form of grants or scholarships, but may not accept any work without the permission of his Dean for which he will receive remuneration. If the sum of outside assistance and the sabbatical grant, less reasonable travel and research costs, exceed his basic University salary, then the sabbatical grant may be reduced to maintain the total figure at the basic University salary.

   e) The application should be submitted to the President as early as possible, preferably one year in advance so that the University authorities are able to secure a suitable replacement.

UNIVERSITÉ DE MONCTON

1. L'Université maintient une politique de congé sabbatique dans le but de permettre à un membre de renouveler et d'enrichir ses connaissances et de mettre à jour ses techniques d'enseignement et de recherche. À ces fins, le membre peut:

   a) faire des stages dans une autre institution, dans l'industrie ou un organisme gouvernemental, ou autre stage de développement;

   b) poursuivre des travaux de recherche;

   c) se livrer à toute activité de création d'oeuvres littéraires ou artistiques ou toute autre activité scientifique approuvée par l'Université.

2. Sous réserve du paragraphe 1.a) tout membre qui désire prendre un congé sabbatique doit:

   a) avoir la permanence;

   b) avoir acquis six (6) années de service académique actif à l'Université depuis son engagement, ou avoir acquis cinq (5) années de service académique actif à l'Université, s'il compte une (1) année de service académique reconnu dans un milieu universitaire;

   c) le membre doit soumettre un plan de travail à réaliser durant ce congé à son doyen;

   d) à son retour le membre doit soumettre un rapport à son doyen et, à l'assemblée départementale ou à l'ensemble des bibliothécaires, selon le cas.

3. Sous réserve du paragraphe 2. l'Université n'accordera en congé sabbatique pas plus de 6% du nombre de membres à plein temps durant toute année universitaire. Le quota tient compte seulement des membres qui sont rémunérés à même les fonds de l'Université selon le paragraphe 4. Le membre qui voit son congé sabbatique retardé à cause de ce quota ne se trouvera pas pénalisé, en terme d'années, dans son éligibilité future.

4. La durée du congé sabbatique peut être de deux types, au choix du membre, et au salaire indiqué:

   a) Douze (12) mois (une année), soit du 1er juillet au 30 juin, à 75% du salaire en cours (que le membre recevrait s'il était à l'Université).

   b) Huit (8) mois, soit du 1er janvier au 31 août ou du 1er mai au 31 décembre, à plain salaire en cours.

   c) Le professeur qui, en aucun temps après avoir été directeur de département, se voit accorder un congé sabbatique selon la formule a) ci-dessus, reçoit en plus du 75% du salaire en cours un 3% additionnel du même salaire pour chaque année de service à titre de directeur de départment, jusqu'à concurrence de 15%.

   d) Le professeur qui, en aucun temps après avoir été directeur de département, se voit accorder un congé sabbatique selon la formule b) ci-dessus, reçoit son plein salaire en cours plus un supplément de $1,500.

5. Face à des candidatures de même pertinence dans un département, la priorité est d'abord accordée aux membres qui ont le plus d'années de service consécutives à l'Université depuis leur engagement ou le plus d'années de service consécutives depuis leur dernier congé sabbatique. Exceptionnellement, un membre pourra demander un congé sabbatique sans que les années de service soient consécutives.

6. Après entente avec son directeur de département, le membre qui a l'intention de prendre un congé sabbatique déclare son intention par écrit à son doyen au plus tard le 30 septembre précédant l'année académique où il veut prendre son congé. Le membre pourra retirer cet avis d'intention jusqu'à cinq (5) mois avant le début de son congé. Après entente avec son doyen, ce délai peut être reporté à plus tard.

7. En fonction des besoins en matière d'enseignement et/ou de recherche d'un département, déterminés par une planification consultative, un membre peut retarder une demande de congé sabbatique. Le cas échéant,

une entente sera faite par écrit avec le doyen concerné, au moins sept (7) mois avant le début du congé sabbatique, pour que le nom dudit membre soit reporté à la liste des priorités de l'année suivante.

8. Aux fins du présent article, l'Université comptabilise, sur une planification à long terme de six (6) ans, les années de service des membres et en informe annuellement l'Association.

9. Dans le cas où plusieurs membres dans un département sont éligibles à un congé sabbatique, l'assemblée départementale ou l'ensemble des bibliothécaires, par l'entremise de son directeur selon le cas, remet au doyen concerné son avis par écrit et motivé sur les candidatures en indiquant un ordre de priorité. Cet ordre de priorité est établi en fonction des besoins du département et du plan de développement de la faculté concernée ou de la bibliothèque.

10. Le congé sabbatique de douze (12) mois commence le 1er juillet pour se terminer le 30 juin. Le membre ayant obtenu un congé sabbatique de douze (12) mois a droit à ses vacances annuelles qui normalement doivent être prises au mois de juin précédant son congé sabbatique ou au mois de juillet suivant ledit congé. Toutefois, après entente écrite avec son doyen, le membre pourrait modifier les dates de ses vacances annuelles.

11. Le membre s'engage à travailler au moins un (1) an à l'Université à la suite de son congé sabbatique. Si le membre désire résilier son emploi avant l'expiration de cette année, la somme avancée par l'Université à l'occasion du congé sabbatique doit être remboursée.

12. Si un congé sabbatique n'est pas recommandé suite à l'application du paragraphe 7. le membre en cause est automatiquement le premier à se prévaloir d'un congé sabbatique l'année suivante. Il ne perdra aucun droit dans la comptabilisation des années de service pour son prochain congé sabbatique.

13. En aucun cas les sommes reçues de diverses sources par un membre en congé sabbatique ne pourront excéder 120% de son salaire en cours. Cependant, les frais suivants ne seront pas comptés dans la détermination des sommes en question:

    a) le coût l'équivalent du coût de transport du bénéficiaire, de son conjoint et de ses enfants, une fois aller et retour;

    b) le coût de déménagement des biens personnels du bénéficiaire, de son conjoint et de ses enfants, une fois aller et retour.

    c) autres frais acceptés par l'Université.

14. Pendant son congé sabbatique le membre est considéré comme un membre régulier de l'unité à l'emploi de l'Université. Cela signifie entre autre:

    a) que son nom apparaît sur toutes les listes d'envoi;

    b) que son poste est respecté à l'intérieur de sa discipline;

    c) que son dossier peut être présenté en vue d'une promotion;

    d) qu'il peut participer aux activités de l'Université;

    e) qu'il est informé et consulté dans la mesure du possible sur les décisions qui le concernent;

    f) que les bénéfices restent les mêmes (régime de retraite, assurances, progression dans le plan de carrière, droit de griefs);

    g) qu'à son retour, il est intégré au département ou au service de la bibliothèque auquel il appartient à moins d'ententes antérieures écrites, précises et claires à ce sujet.

15. Au moins trente (30) jours avant son départ en congé sabbatique, le membre fera une entente par écrit avec son doyen pour établir les conditions de son retour à l'Université.

16. Afin d'éviter toute surcharge de travail aux membres d'un département durant le ou les congés sabbatiques, l'Université fera tous les efforts possibles afin de recruter des remplaçants appropriés.

17. La réponse pour les congés sabbatiques est donnée par écrit au membre en cause au plus tard le 31 décembre.

18. L'obtention d'une bourse ou de l'aide analogue destinée à un congé sabbatique n'assure pas l'obtention automatique de ce congé.

UNIVERSITÉ DE MONTRÉAL

1. L'année sabbatique est accordée par l'Université à un professeur agrégé ou titulaire dans le but de lui permettre de renouveler et de parfaire ses connaissances ou de poursuivre plus intensément ses activités de recherche.

2. L'année sabbatique est d'une durée d'au plus douze (12) mois.

3. L'Université accorde une année sabbatique au professeur qui en fait la demande et qui satisfait aux conditions suivantes:

   a) être professeur agrégé ou titulaire;

   b) compter six (6) années de service depuis sa nomination comme professeur (adjoint, agrégé ou titulaire) à l'Université ou depuis la fin de sa dernière année sabbatique ou compter six (6) années de service comme professeur d'université dans un rang ou au moins équivalent à celui de professeur adjoint, dont les quatre (4) dernières au service de l'Université;

   c) faire la preuve que des bourses ou de l'aide analogue ont été demandées à des organismes appropriés; et

   d) soumettre un plan de travail conforme aux objectifs mentionnés au paragraphe 1.

4. Le professeur qui desire obtenir une année sabbatique en fait la demande par écrit au directeur le 1er décembre, pour une année sabbatique débutant le 1er juin, ou le 1er juin, pour une année sabbatique débutant le 1er janvier. L'Université doit transmettre sa réponse par écrit au professeur dans les quatre-vingt-dix (90) jours suivant les délais ci-haut mentionnés pour la présentation de la demande.

5. L'Université peut décider de retarder d'un an le début d'une année sabbatique si l'absence du professeur est incompatible avec les besoins en matière d'enseignement ou de recherche. En tel cas, une année est soustraite du nombre d'années de service requises pour une seconde demande d'année sabbatique.

6. Pour son année sabbatique, le professeur doit poursuivre ses activités dans un milieu de recherche ou d'enseignement supérieur autre que l'Université de Montréal, sauf exception approuvée par celle-ci.

7. Dans les trois (3) mois suivant la fin de son année sabbatique, le professeur dépose auprès de son directeur un rapport écrit, lequel fait partie du rapport d'activités du professeur défini à l'article TP 4.

8. a) Le professeur en année sabbatique reçoit un montant égal à la différence entre les bourses et les subventions reçues d'organismes extérieurs et son plein traitement.

   b) Cependant, le professeur qui n'a pas obtenu de bourses ou de subventions d'organismes extérieurs, reçoit un montant égal à 85% de son traitement.

   c) Lorsqu'un professeur reçoit en bourses et subventions un montant supérieur à 15% de son traitement, l'Université dépose dans un fonds, dit de subvention complémentaire, une somme égale à la différence entre le montant reçu par le professeur et 15% de son traitement. L'Université utilise cette somme en priorité pour la répartir entre les autres professeurs bénéficiant d'une année sabbatique de façon à leur assurer un pourcentage de leur traitement supérieur à 85% jusqu'à concurrence de 100% et pour défrayer des dépenses particulières, jugées acceptables et qui ne sont pas couvertes par le paragraphe 9. ce-dessous.

9. L'Université rembourse, sur présentation de pièces justificatives, les frais suivants, à la condition qu'ils ne soient pas payés par un autre organisme:

   a) les frais d'études pertinents au projet selon le premier paragraphe;

   b) les frais de déplacement d'un aller et retour entre Montréal et le lieu principal de séjour pendant son année sabbatique pour le bénéficiaire, pour son conjoint et pour ses enfants à charge qui l'accompagnent pour la majeure partie de son séjour selon le tarif du billet d'avion en classe économique;

c) les frais de déménagement, d'entreposage et de surplus de bagage jusqu'à concurrence de $1,000.

10. L'Université doit, normalement dans les trente (30) jours de la présentation de toutes les pièces justificatives requises, rembourser au professeur les frais admissibles.

11. Le professeur qui quitte volontairement son emploi pendant l'année sabbatique ou l'année qui suit le terme de son année sabbatique rembourse à l'Université la somme d'argent correspondant aux frais que l'Université lui a versés en sus de son traitement en vertu du paragraphe 9.

12. Le professeur est libéré de tout remboursement dans le cas de décès ou d'invalidité permanente le rendant incapable de satisfaire à ses obligations.

MOUNT ALLISON UNIVERSITY

According to Alexander Fancy, Dean of the Faculty, in a letter dated 15 August 1978, the following sabbatical leave policy is in effect at Mount Allison University.

1. Tenured faculty members may generally apply for a sabbatical leave after six years. The application should be made in October of the year preceding the year intended for sabbatic. The application should be supported by a detailed programme of the study, research, or other objects the faculty member's sabbatical is to serve.

2. There shall be a committee to receive applications for sabbatical leaves, to consist of the President, the Vice-President (Academic), the Deans, and one tenured faculty member of the Faculty Council.

3. The President shall receive the recommendations of the Sabbatical Leave Committee, and make recommendations regarding sabbatical leaves to the Executive Committee. The faculty member shall be informed of the Executive Committee's decision and of the financial conditions pertaining to the leave as early as possible.

4. The Executive Committee approved as a general statement of principle, that the Committee will endeavour to ensure that the total grants received by the faculty member going on sabbatical leave shall be such that he would suffer no financial penalty (or gain) during the period of sabbatical leave, and that each case should be considered individually.

5. Pension contributions, insurance plans, and other fringe benefits shall be continued, where applicable, in the regular manner during the sabbatical year.

6. During the sabbatical year, a faculty member's seniority shall be protected.

7. Sabbatical leave is granted on the understanding that the faculty member will return to Mount Allison University for a period of at least one year.

8. The faculty member shall, upon return from his sabbatical, submit a report on his activities to the Sabbatical Leave Committee and the President.

MOUNT SAINT VINCENT UNIVERSITY

1. The university recognizes the desirability of granting sabbatical leave for study purposes and for research of benefit to the faculty member and to the university.

2. After six years of service at Mount Saint Vincent University, a full-time tenured faculty member is eligible to apply for sabbatical leave. Up to two years of appropriate service at another university may be recognized in lieu of service at Mount Saint Vincent University. The granting of leave is not automatic and is subject to the needs of the department and budgetary exigencies. It is granted in recognition of service to the university and to provide opportunity for scholarly development. Sabbatical leave is not intended to enable a faculty member to complete a degree.

3. The university will pay a faculty member on sabbatical leave at the full rate for one-half year or at 75% for the whole year. Faculty members applying for sabbatical leave may also apply for a research grant of up to 25% of their regular annual salary. Requests for such grants must be made to the University Research and Publications Committee by October 15. The decision of the committee will be announced by November 15. Should this application be successful, the faculty member's pay will be reduced in order that the total amount paid him from all university sources shall total 75% of the regular annual salary.

4. During a full year of sabbatical leave, payment of pension and other fringe benefits will continue on the same basis as if the faculty member were teaching at the university. Where additional funds are obtained from outside the university, the faculty member's combined resources shall not exceed an amount equal to his full annual salary plus legitimate travel costs and other research expenses incurred while conducting his sabbatical project.

5. A year of sabbatical leave shall be counted as a year of service for purposes of promotion and salary increments.

6. Application in writing for sabbatical leave, giving details of the proposed study or research program, is to be made to the academic dean by October 15 of the year preceding that for which leave is requested. The dean will advise the faculty member of the President's decision by November 15.

7. Usually, sabbatical leave will be tenable away from the campus, but consideration will be given to programs involving work to be done in the locality of Mount Saint Vincent University. A faculty member on sabbatical leave shall not accept work for which remuneration is given without the prior permission of the president.

8. Normally, the individual will be expected to resume his/her duties as a member of the faculty at Mount Saint Vincent University for a period of at least one year.

UNIVERSITY OF NEW BRUNSWICK

A full-time member of the academic faculty is eligible for sabbatical leave after six years of service or after serving for six years following a previous period of sabbatical leave. The leave is granted to enable the member to pursue study or research of benefit to the member and to the University; the grant is not automatic and is subject to satisfactory arrangements being made to carry on the work of the department or faculty concerned; in the special circumstances of departmental, faculty or personal requirements, the leave may be applied for and may be granted in advance of completion of the qualifying period without disadvantage to the member concerned; in similar circumstances, the leave may be granted to commence on a date subsequent to the normal date of the leave without disadvantage to the member concerned. The leave may be taken for study or research elsewhere or at the University. The period of leave is normally twelve months beginning on the first day of July; leaves of shorter duration and other starting dates may be granted in appropriate circumstances. The member is expected to return to his normal duty on completion of the leave; on application made to the President, the requirement may be waived in a case of hardship or when substantial professional advancement would be denied. During the leave, the member is protected in matters of academic advancement and salary change. Application for the leave is made in written form to the President through the offices of the administrative Head and Dean of the Faculty concerned. Such application is made before October 31 of the year preceding the year in which the sabbatical is to be taken up; the applicant is informed whether or not his leave has been granted before December 31 or as soon thereafter as practicable.

Salary and Other Arrangements During Leave

1. Subject to leave being granted, sabbatical salary accumulates uniformly for each year of service up to a maximum of six years of service. When sabbatical leave is taken after six or more years of service, the member receives a sabbatical salary in the year of the leave calculated as a percentage of basic University salary; if the leave is for a period of six months, the sabbatical salary is equal to full salary during the period of leave; when the leave is for other periods, an appropriate modification is made. If the member receives outside assistance in the form of grants or scholarships during the period of a sabbatical leave, the sabbatical salary is proportionately reduced if the sum of the outside assistance and the sabbatical salary, less reasonable travel costs, exceeds the basic University salary payable in the period of the leave. In the year 1971-72, sabbatical salary is fixed at 75 per cent of basic University salary.

2. The normal contribution of the University to insurance, medical and other contributory benefit schemes is made during the period of a sabbatical leave. The contributions are made during the period of a leave to improve basic educational qualifications provided the faculty member remains eligible under the schemes and arrangements satisfactory to the Comptroller are made by the member for his contributions to the schemes.

NOVA SCOTIA AGRICULTURAL COLLEGE

According to H.F. MacRae, Principal, there is no sabbatical leave policy in effect. There is however a policy for educational leave as follows:

1. When an employee has been employed under the EDA/EDB Agreement for a period of seven (7) years, the Employer may grant Education Leave for varying periods of up to ten (10) months for additional experience in industry or special training in some field of education which in the opinion of the Employer is needed to enable the applicant to fill his present role more adequately, or to undertake studies in some field in which training is needed in order to provide a service which the Employer requires or is planning to provide.

2. An employee on Education Leave shall receive allowances in lieu of salary, such allowances shall be fifty percent (50%) of his basic salary, except as provided in 19.10(C) of the Agreement.

3. Where an employee receives a salary the Education Leave allowance may be reduced to the extent by which the combined amounts exceed the employee's basic salary. An employee's leave allowance may not be reduced in cases where a grant is for purposes other than the employee's personal use.

NOVA SCOTIA COLLEGE OF ART AND DESIGN

1. Sabbatical leave is generally considered as an opportunity for a faculty member to increase his professional development through travel, independent projects and research, or further study.

2. Normally, after a consecutive six-year period of full-time service, a faculty member becomes eligible for a major sabbatical leave of one academic year.

3. Similarly, after three consecutive years of service, a faculty member may take a minor sabbatical leave of one half academic year.

4. Major and minor sabbatical leaves are defined as follows:

   Major Sabbatical - full year at one half annual salary or one half year at full salary.

   Minor Sabbatical - one half year at half salary for the half year.

5. The program shall be sufficiently flexible to allow for teacher exchanges or combinations which involve reduction and rearrangement of teaching hours or other benefits of comparable value and cost.

6. By the specified time preceding the anticipated sabbatical year, the faculty member shall notify his division head and submit to the President and to the Faculty Status and Affairs Committee an application outlining his intentions. (See paragraph 14.d) under Guidelines Governing Sabbatical and Special Leaves, below.)

7. The President, after consultation with the Committee on Faculty Status and Affairs and the respective division head, will make a recommendation to the Board of Governors upon the application for the sabbatical leave. A faculty member who is otherwise qualified is not necessarily assured the award of a sabbatical, except upon the approval of the Board of Governors, as necessitated by other factors.

8. A turn system might be necessitated at times when the number eligible for sabbatical exceeds financial resources or a division faculty becomes depleted.

9. It is the responsibility of the college to find a suitable temporary replacement and to assure the staff member going on leave of resuming his former position upon returning.

10. The college requires at least one year further service from a staff member returning from sabbatical leave.

11. All the employment conditions of the faculty member shall continue while he is on sabbatical leave, including eligibility for promotion and normal increment to his salary.

12. Any extra grants that the faculty member should receive from outside sources should in no way reduce the amount which the college extends, except as follows: If a faculty member accepts employment while on sabbatical leave, he should refund any amount of his total compensation which exceeds his normal salary.

13. It is expected upon his return, that the faculty member will offer a summary or report of his activities while on sabbatical leave.

14. **Guidelines Governing Sabbatical and Special Leaves for Faculty Members.**

   a) Normal benefits shall not cease during sabbatical leaves.

   b) Normal benefits will be regarded as regular salary increments, college contributions to health and life insurance and to the group pension plan.

   c) Up to two years counted toward accrued eligibility for sabbatical leave may be accumulated beyond the amount of eligibility used by a sabbatical leave.

   d) Proposals for sabbatical leaves must be presented by February 1 for the following September and by March 1 for the following January. Exceptions to these deadlines may be considered in extenuating circumstances. The college will attempt to reply to sabbatical leave proposals within six weeks.

NOVA SCOTIA TECHNICAL COLLEGE

1. The Board, on the recommendation of the President, may grant a person Special Leave of Absence at any time. Such Leave will normally be granted for the purpose of advanced studies, special research or a professional assignment that will benefit the teaching or research ability of the person. The degree of financial support that will be offered will depend upon the length of service of the person at the College and the additional emoluments that may be obtained by the grantee during the leave of absence. Support will be based upon the principle that after seven (7) years of service, a year's leave of absence may normally be granted for an approved purpose without loss of normal annual income by the grantee. If a person has served for less than seven (7) years, he may be granted special leave of absence at full pay to the extent of one month for each year of service. The Board may, however, require a commitment by the grantee to serve a further period at the College subsequent to the leave or to repay some or all of the support offered during the special leave.

ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

1. The Institute shall grant faculty members study leave during which they may pursue scholarly study, research and writing which is related to their career interests but which is not in pursuance of an academic degree.

2. OISE study leave shall apply only to faculty members who hold full-time appointments at the time of their application for such leave.

3. Study leave shall be granted to a faculty member upon application on the basis of one year of study leave for each nine years of continuous service to the Institute. Such leave may be taken by the faculty member either as a full year of leave following the end of the ninth year of service or in two halves as a one-half year of leave following four and one-half years of service and one-half year leave following a further four and one-half years of service. Within the definition of "short leave" may be included leave for a full year with half pay. For purposes of this article one year of study leave is defined as twelve months divided as noted in Article 8 (Employment Year).

4. While a study leave may commence on any date and may extend for any period up to one year, total absence on study leave should not exceed twelve consecutive months. This limitation on study leave does not preclude a total absence from the Institute of longer than twelve months provided that the time in excess of twelve months of study leave is covered by duly approved leave of absence without pay.

5. Years of service shall count toward eligibility for study leave from the date of first appointment to a faculty rank in the Institute and eligibility shall not depend upon the unit in which the faculty member is appointed.

6. Time spent on academic study leave, secondment or leave of absence without pay shall not be counted as "service rendered" in calculating eligibility for subsequent study leave.

7. Within thirty (30) days of the ratification of this Agreement, every unit shall prepare a proposal indicating study leave entitlements of its members and providing a schedule of leaves which ensures that (1) when requested by a faculty member entitled to leave, he/she shall be awarded leave within one year of the date upon which he/she would normally become eligible, and (2) the normal work of the unit will be able to continue to be carried out effectively. The unit head shall submit the proposal to the Assistant Director and shall request that additional resources be allocated to the unit where such are needed to meet both conditions noted above.

8. The Assistant Director shall examine proposals from all unit heads to ensure that the schedules conform to the conditions in paragraph 7. and shall make every reasonable effort to provide the necessary resources if such are requested. Within thirty (30) days of receiving the unit proposals the Assistant Director shall provide the units with the Institute Study Leave Schedule along with indication of any resource allocations necessary for leaves scheduled for the next academic year. A copy of the completed Institute Study Leave Schedule shall be provided to the Faculty Association and shall be posted in each unit.

9. Normally the unit head shall submit an amended study leave proposal by September 30 each year and the amended Institute Study Leave Schedule shall be posted by October 31 each year.

10. A faculty member seeking a study leave shall prepare a proposal describing the nature of the intended study, and on his return shall submit to his unit head and to the Director a report of his leave activities.

11. The appropriate Institute-wide Faculty Committee shall review proposals for leave and recommendations which accompany them and shall advise the Director on the acceptability of the study leave proposals. Where proposals are deemed to be unacceptable the proposals shall be returned to the faculty member with comments in sufficient detail as to enable the faculty member to correct the deficiencies in the proposal for re-submission.

12. Faculty members granted study leave should recognize an obligation to return to the Institute following the period of study leave. Conversely, the Institute shall recognize an obligation to ensure that the position held by the individual at the time the leave was granted, or another equivalent position, is available for the individual on completion of the leave.

13. Faculty members on study leave shall receive their full basic salary less those deductions normally made for the payment of pension contributions, fringe benefit deductions, income tax, association dues, etc.

14. Faculty members who receive outside professional remunerations other than those obtained for teaching summer school, royalties or honoraria for guest appearances while on study leave shall report the amount of such remunerations to the Director and this amount shall be deducted from the salary they receive while on study leave.

15. Faculty members on study leave shall receive all benefits under this contract.

16. After describing the relevance of any travel proposed, faculty members on study leave may apply for and receive Institute monies for travel not to exceed the amount which is ordinarily available to a faculty member during the course of one year.

17. Notwithstanding paragraph 13. the allowance noted therein, to which a faculty member on study leave will be entitled, may be paid to him/her in full or in part as a research grant or as salary. The award of a research grant will be made in accordance with Institute policy regarding research grants.

18. Faculty members may accumulate years of service eligibility up to a maximum of 12 years.

19. Study leaves are normally not granted within the two-year period immediately preceding the date of retirement of a faculty member, therefore, the leave of faculty soon to be retired should be given special consideration.

UNIVERSITÉ D'OTTAWA

1. Préambule

L'Université d'Ottawa maintiendra une politique de congé sabbatique à l'intention des membres permanents de son personnel enseignant à plein temps. Ce congé est un privilège et est considéré comme un investissement propre à favoriser le développement de l'Université en permettant à son personnel enseignant:

a) de parfaire sa formation en entreprenant des études supérieures ou en suivant des cours à des centres d'étude ou de recherche;

b) de consacrer plus de temps à des travaux scientifiques ou de création, par exemple écrire un livre, s'appliquer à faire de la recherche ou quelque autre travail analogue;

c) d'améliorer les relations qu'entretient l'Université avec d'autres universités ou pays en acceptant un poste de professeur invité lorsque l'université estime qu'un tel poste revêt une importance exceptionnelle;

d) d'acquérir une expérience pratique ou professionnelle dans un domaine se rattachant à sa spécialisation en vue de lui permettre de dispenser un enseignement plus complet et mieux adapté aux besoins de l'heure.

2. Condition

Pour solliciter un congé sabbatique, tout professeur doit:

a) avoir été membre à plein temps du personnel enseignant de l'Université d'Ottawa à titre de professeur de langue IV, de chargé de cours, de professeur adjoint, de professeur agrégé ou de professeur titulaire pendant une période de six (6) ans. Il doit être permanent au moment où commence son congé sabbatique. Les professeurs qui ont déjà bénéficié d'un congé sabbatique sont admissibles à de nouveaux congés sabbatiques à la suite de périodes de service successives de six (6) ans; et

b) avoir présenté une description précise des travaux qu'il se propose d'effectuer à l'occasion de son congé sabbatique, dans la forme indiquée au paragraphe 9. du présent article, laquelle description sera évaluée par le Comité du personnel enseignant de la faculté ou de l'école en cause, devra répondre aux objectifs fixés au paragraphe 1. ci-dessus relativement au congé sabbatique et faire l'objet d'une recommandation à cet effet transmise par le Comité du personnel enseignant au Comité mixte.

3. Congé différé

Lorsqu'un professeur est prié par son doyen de différer son congé sabbatique d'un an ou de deux ans pour des raisons d'ordre administratif ou qu'un professeur demande que son congé sabbatique soit différé pour de bonnes raisons d'ordre scolaire qu'approuve son doyen, une telle approbation ne devant pas être refusée sans motifs valables, il peut soit demander que son indemnité sabbatique soit augmentée de 5% pour chaque année où le congé est différé, jusqu'à concurrence de 90%, soit demander que les années où le congé est différé lui soient créditées au titre d'année de service applicable à son prochain congé sabbatique. La durée d'un congé différé pour de telles raisons ne doit pas dépasser trois ans.

4. a) Une absence de six mois ou plus constituée par l'addition de périodes de congé de maladie d'un mois ou plus sera soustraite de la période de service appropriée dans le calcul des six années de service exigées pour l'obtention d'un congé sabbatique.

b) Lorsque le Bureau des gouverneurs autorise une absence de plus de trois (3) mois avec rémunération, il indiquera si cette absence doit être soustraite de la période de service appropriée dans le calcul des six années de service exigées pour l'obtention d'un congé sabbatique. Il est entendu que les congés d'été et sorties éducatives autorisés que le doyen juge indispensables à la poursuite des fonctions scolaires normales sont exclus des considérations qui précèdent.

5. Genres de congé sabbatique

L'université offre deux genres de congé sabbatique:

a) un congé sabbatique de six mois avec plein salaire;

b) un congé sabbatique d'un an; la base de rémunération sera 75% du salaire (le salaire peut cependant atteindre 90% comme il est prévu au paragraphe 3. ci-dessus);

c) un congé sabbatique complet commence normalement le 1er juillet, alors qu'un congé sabbatique de six mois commence normalement le 1er juillet ou le 1er janvier;

d) la durée du congé sabbatique complet comprend le congé annuel d'un mois.

6. Salaire et contributions à effectuer au cours du congé sabbatique

a) Le pourcentage du salaire attribué à un professeur à titre d'indemnisation est calculé sur la base de son salaire de l'année durant laquelle il est en congé sabbatique.

b) Alors que le professeur bénéficie d'un congé sabbatique, l'Université et le professeur continuent à verser leurs contributions aux différents régimes d'assurance et au fonds de retraite, les versements étant calculés d'après le plein salaire du professeur.

c) Le professeur peut être autorisé à employer une partie de sa rémunération comme subvention à la recherche. Dans ces circonstances, il versera son entière contribution au régime des avantages sociaux à même la partie salaire seulement de la rémunération qu'il recevra pendant son congé.

7. Autre rémunération

Le professeur qui bénéficie d'un congé sabbatique peut accepter une bourse d'étude mais ne peut normalement occuper un emploi rémunéré. Si un tel emploi lui est offert, il ne peut l'accepter sans avoir reçu l'approbation de son doyen. Il est entendu que le congé sabbatique ne doit pas servir à augmenter le revenu.

8. Engagement

a) Le professeur qui a obtenu un congé sabbatique doit s'engager à demeurer au service de l'Université pendant l'année universitaire qui suit son année d'absence.

b) Le professeur qui a bénéficié d'un congé sabbatique doit présenter à son doyen, dans les trente (30) jours qui suivent la date officielle de son retour à l'Université, un rapport écrit de ses activités pendant son congé.

9. Demande de congé sabbatique

a) Les membres de faculté admissibles aux congés sabbatiques peuvent présenter une demande, en se servant des formules appropriées, avant le 1er novembre de l'année précédant l'année universitaire pour laquelle le congé est sollicité. L'Université fera connaître ses décisions au sujet des congés sabbatiques avant le 15 janvier.

b) Un congé sabbatique de six mois comportant 100% de salaire sera censé équivaloir au congé sabbatique d'une année entière.

c) Le membre d'une faculté dont le travail qu'il effectuera à l'occasion de son congé sabbatique est d'une telle nature qu'il peut bénéficier d'une subvention extérieure est censé présenter une demande de subvention à des organismes extérieurs.

d) Les projets envisagés à l'occasion d'un congé sabbatique devront faire l'objet d'une appréciation par le Comité du personnel enseignant de chaque faculté.

e) Le Comité du personnel enseignant de chaque faculté sera prié d'énumérer les demandes par ordre de priorité en se servant des critères énoncés aux paragraphes 1. et 2. ci-dessus.

f) Le doyen transmettra la recommandation du Comité de la faculté au Comité mixte du Bureau et du

Sénat, en y joignant sa recommandation personnelle et un avis de tout problème prévisible que créerait l'absence du membre.

g) Le Comité mixte du Bureau et du Sénat acceptera ou refusera les demandes en tenant compte des recommandations du Comité du personnel enseignant de la faculté et, s'il y a lieu, de celles du doyen. Le congé sera différé, sur recommandation du doyen, s'il existe des raisons d'ordre administratif valables dans le département ou la faculté.

h) Le professeur sera avisé avant le 15 janvier de l'acceptation ou du refus de sa demande, ou de la remise à plus tard de son congé (voir paragraphe 3. ci-dessus).

i) Le professeur devra présenter une demande en bonne et due forme à son doyen s'il désire apporter des changements importants aux projets envisagés à l'occasion de son congé sabbatique, au moins deux (2) mois avant le début du congé.

j) Une fois que le travail que doit effectuer un professeur à l'occasion de son congé sabbatique a été accepté, il est censé le mener à bonne fin.

k) Il incombe au professeur de présenter une nouvelle demande de congé sabbatique lorsque sa demande antérieure a été refusée ou différée.

10. Rémunération à titre de subvention à la recherche

Dans le cas d'un professeur désireux de demander qu'une partie de sa rémunération soit reconnue comme subvention à la recherche, les conditions suivantes seront applicables:

a) le professeur doit présenter sa demande au doyen de l'École des Études supérieures, au moins trois (3) mois avant le début du congé;

b) le Bureau décidera du mode de versement;

c) le professeur qui reçoit de l'Université une telle subvention à la recherche doit faire les retenues et déclarations nécessaires aux fins de l'impôt sur le revenu, du Régime de pensions du Canada, de l'assurance-chômage, de la taxe de vente, etc., conformément aux prescriptions des lois fédérales ou provinciales. L'Université n'accepte aucune responsabilité à cet égard.

UNIVERSITY OF OTTAWA

1. Preamble

The University of Ottawa shall continue a sabbatical leave policy for its full-time tenured teaching staff. This leave is a privilege, and is considered an investment towards the development of the university by giving the opportunity to its teaching staff to:

a) engage in further training, advanced studies, courses at a study or research centre;

b) devote more time to scientific or creative work e.g. write a book, concentrate on research or the like;

c) improve the university's relation with other universities or countries in the capacity of a visiting professor where the university considers the position to be one of outstanding importance;

d) gain practical or professional experience in a field connected with the professor's academic specialization which will enable him to give instruction that is more complete and suitable to the requirements of the time.

2. Conditions

To seek a sabbatical leave a professor must:

a) have been a full-time member of the teaching staff of the University of Ottawa as a language teacher IV, a lecturer, an assistant professor, an associate professor or a full professor, for a period of six years. He must be tenured at the time his sabbatical leave begins. Professors who have had a sabbatical leave are eligible for further sabbatical leaves following successive periods of service of six years; and

b) have submitted a clear description of the proposed sabbatical leave undertakings in the form described in section 9., which will be evaluated by the Teaching Personnel Committee of the faculty or shcool concerned; and which meet the objectives for sabbatical leave projects as outlined in article 1. above and a recommendation to this effect has been transmitted from the Teaching Personnel Committee to the Joint Committee.

3. Deferment

When a professor is asked by his dean to postpone his sabbatical leave for one or two years for administrative reasons or when a professor requests a deferment for good academic reasons approved by his dean (such approval shall not be unreasonably withheld) he may either request an increase in his sabbatical allowance of 5% for every year of such delay up to 90% or he may request that the years of delay be credited as years of service towards his next sabbatical leave. Deferments for such reasons will not exceed three years.

4. a) An absence of six months or more made up of the addition of sick leave periods of one month or more will be subtracted from the period of service appropriate to the computation of the six years of service required for a sabbatical leave;

b) When allowing for an absence from the campus of more than three (3) months with pay the Board of Governors shall indicate whether this absence is to be subtracted from the period of service appropriate to the computation of the six (6) years of service required for a sabbatical leave. It is understood that authorized summer leaves or field trips judged by the dean to be essential to the pursuit of the normal academic duties are excluded from the above consideration.

5. Types of sabbatical leave

The University will provide two types of sabbatical leave:

a) six month sabbatical leave at full salary;

b) one year sabbatical; the stipendiary basis will be 75% of the salary (the salary may be up to 90% as under 3.);

c) a full sabbatical leave normally starts on July 1st while the six months leave normally starts either on July 1st or January 1st.

d) the duration of the full sabbatical leave includes the annual one month vacation.

6. Salary and other benefits during the sabbatical leave

a) The percentage of salary allotted to a professor as benefit is calculated on the basis of his salary for the year in which sabbatical leave is taken;

b) While the professor is on sabbatical leave, the University and the professor continue to pay their contributions to the various insurance plans and to the retirement fund. Such payments being calculated on the basis of the professor's full salary;

c) A professor may be granted permission to use part of his remuneration as a research grant. Under these circumstances the professor shall pay his full contribution to fringe benefits from the salary portion only of his remuneration while on leave.

7. Other remuneration

While on sabbatical leave a professor may accept scholarships but may not normally take a salaried position. If the professor is offered such a salaried position he cannot accept it without the approval of his or her dean. It is understood that sabbatical leaves are not to be used for the purpose of increasing income.

8. Undertaking

a) A professor who has obtained a sabbatical leave shall undertake to remain in the employ of the University during the academic year following his year of absence.

b) Upon his return to the University a professor who has been absent on sabbatical leave shall submit to his dean a written report of his activities during his leave within thirty (30) days of the official date of return.

9. Applications for sabbatical leave

a) Faculty members who are eligible for sabbatical leaves may make an application on appropriate forms by November 1st of the year preceding the academic year for which the leave is requested. The University shall make its decisions concerning sabbatical leaves known by January 15th.

b) A six-month sabbatical leave with 100% salary shall be deemed equivalent to a full-year sabbatical leave.

c) A faculty member whose sabbatical leave project is of such a nature that it can be funded externally is expected to make the application for external funds.

d) The sabbatical leave plans will have to be appraised by the Teaching Personnel Committee of each faculty.

e) The Teaching Personnel Committee of each faculty will be requested to list the applications in order of priority using criteria established in articles 1. and 2. above.

f) The dean will transmit the recommendation of the Faculty committee to the Joint Committee of the Board and Senate along with his personal recommendations and notice of any foreseeable problem created by the absence of the particular member.

g) The Joint Committee of the Board and Senate will either accept or refuse applications taking into consideration the recommendations of the Teaching Personnel Committee of the faculty and where applicable of the dean. Deferral will be granted on recommendation by the dean because of cogent administrative reasons prevailing in the department or the faculty.

h) The professor will be advised by January 15th as to whether his application has been accepted or refused or deferred (as under 3.).

i) The professor shall have to formally request to his/her Dean any major changes of plan for his sabbatical leave at least two (2) months before it begins.

j) Once a professor's project for sabbatical leave has been accepted he is expected to carry it out.

k) It is the professor's responsibility to initiate a new request for a sabbatical leave when the previous request has been either deferred or refused.

10. Remuneration used as research grant

In the case of a professor wishing to request that part of his remuneration be recognized as a research grant the following will apply:

a) the professor must apply to the Dean of Graduate Studies at least three (3) months before the beginning of the leave;

b) the Board will decide on the method of payment;

c) a professor who receives such a research grant from the University must make the necessary deductions and declarations for purposes of Income Tax, Canada Pension Plan, Unemployment Insurance, Sales Tax, etc., as applicable under either the federal or provincial laws. The University accepts no responsibility in this regard.

UNIVERSITY OF PRINCE EDWARD ISLAND

1. Applications for leave of absence should be made not later than July 1st of the academic year preceding the year for which leave is requested. The application must be submitted to the Chairman of the Department, the Dean of the Faculty and the President, who together decide whether or not the leave shall be granted. The faculty member should be informed of the decision by December 1st.

2. a) A faculty member shall be eligible for sabbatical leave after six years of full-time service at UPEI and after six years from the time of his return from a previous sabbatical leave from UPEI.

   b) In determining eligibility for sabbatical leave, the possibility of taking into account years of service at another university may be negotiated at the time of appointment.

3. Sabbatical leave is granted for twelve months or six months. When a member of faculty is granted leave for twelve months, the University shall ordinarily pay 75% of the previous year's salary, plus fringe benefits on the full salary. When a member of faculty is granted six months' leave, the University shall ordinarily pay 100% of the previous year's salary plus fringe benefits. The candidate should apply to appropriate sources for outside funding, but shall not have a total "salary" exceeding 100% of his regular salary, excluding travel costs.

4. A sabbatical leave shall be considered as full service by the University for the purposes of advancement of rank and salary increments and for all other purposes.

5. Sabbatical leave is granted for study and research. Each applicant must indicate his programme and purpose. Faculty on sabbatical leave will be permitted to earn outside income up to an amount equal to the difference between his sabbatical salary (including fellowships, etc.) and 100% of what his salary would have been in the sabbatical year, provided that

   a) the work is directly related to the purposes of the sabbatical and,

   b) that there is prior agreement to the outside work by the University.

UNIVERSITÉ DU QUÉBEC
UNIVERSITÉ DU QUÉBEC À CHICOUTIMI

1. Afin de favoriser le ressourcement de ses professeurs, l'Université accorde des années sabbatiques qui permettent à ceux qui en bénéficient de vivre dans un milieu de recherche de qualité et d'intensité reconnues et d'y poursuivre un travail de chercheur ou la rédaction d'un ouvrage scientifique.

2. Le Conseil d'administration de l'Université accorde des années sabbatiques aux professeurs qui en font la demande par écrit au vice-recteur à l'enseignement et à la recherche à la suite de l'examen favorable de leur candidature. Il tient compte des avis fournis sur chaque demande d'année sabbatique par l'assemblée départementale et par le comité d'évaluation du professeur.

3. Le professeur qui ne prend pas d'année sabbatique ne peut, en aucun cas, en réclamer des privilèges équivalents.

4. Normalement, l'année sabbatique a une durée de douze (12) mois dont un (1) mois de vacances et, compte tenu de la répartition des tâches, débute un 1er juin ou un 1er septembre ou un 1er janvier. Elle est toujours prise à l'extérieur de l'Université.

5. Pour obtenir une année sabbatique, le professeur détenteur d'un doctorat doit:

   a) avoir au moins quatre (4) années consécutives de service à l'Université;

   b) avoir au moins six (6) ans d'expérience dans une Université reconnue depuis l'obtention du doctorat ou bien avoir au moins six (6) ans d'expérience depuis le retour d'un congé de perfectionnement d'au moins un (1) an accordé par l'Université conduisant au doctorat obtenu au cours de cette période de six (6) ans;

   c) avoir, depuis la fin de toute année sabbatique, six (6) ans d'expérience sans congé avec ou sans solde. S'il y a eu congé avec ou sans solde, la période d'attente de six (6) ans est allongée de la durée des congés sans solde et de six (6) mois pour chaque mois de congé avec solde;

   d) adresser par écrit au vice-recteur à l'enseignement et à la recherche sa demande d'année sabbatique six (6) mois au moins avant le début prévu de l'année sabbatique demandée.

6. Le professeur de la catégorie III ou IV qui ne détient pas de doctorat est également éligible au congé sabbatique s'il répond aux conditions suivantes:

   a) avoir au moins quatre (4) années consécutives de service à l'Université;

   b) avoir une expérience d'au moins six (6) ans d'enseignement universitaire dans une université reconnue;

   c) avoir, depuis la fin de toute année sabbatique, six (6) ans d'expérience sans congé avec ou sans solde. S'il y a eu congé avec ou sans solde, la période d'attente de six (6) ans est allongée de la durée des congés sans solde et de six (6) mois pour chaque mois de congé avec solde;

   d) adresser par écrit au vice-recteur à l'enseignement et à la recherche sa demande d'année sabbatique six (6) mois au moins avant le début prévu de l'année sabbatique demandée.

7. La contribution de l'Université au professeur en congé sabbatique comporte:

   a) le remboursement des frais encourus pour la réalisation du congé sabbatique jusqu'à concurrence de $2,000., sur présentation de pièces justificatives;

   b) le versement d'un montant qui égale la différence entre d'une part le salaire normal du professeur durant l'année concernée et d'autre part, la somme des bourses et autres rémunérations extérieures à l'Université obtenues par le professeur. Le montant versé ne peut cependant dépasser 80% du salaire normal du professeur pour l'année concernée.

8. a) Le professeur conserve durant son année sabbatique son statut de professeur de l'Université et les bénéfices de sa fonction. L'année sabbatique lui est comptée comme année de service à l'Université.

   b) Durant son année sabbatique, le professeur participe aux avantages sociaux de l'Université et l'Université y contribue sa part, selon les dispositions de la convention comme si le professeur recevait réellement en salaire l'aide de l'Université.

9. a) Tout professeur qui bénéficie d'un congé sabbatique s'engage à enseigner deux (2) ans à son retour à l'Université, faute de quoi le professeur devra rembourser le plein montant des sommes reçue de l'Université.

   b) Si, au terme de son année sabbatique, le professeur décide de poursuivre sa carrière ailleurs dans le secteur public ou parapublic québécois, il n'est tenu à aucun remboursement de l'aide reçue de l'Université durant son année sabbatique.

UNIVERSITÉ DU QUÉBEC
UNIVERSITÉ DU QUÉBEC À MONTRÉAL

1. L'Université accorde des congés sabbatiques dans le but de permettre au professeur un ressourcement personnel, intellectuel, académique ou scientifique en dehors de toute contrainte liée aux tâches ordinaires des salariés. Le salarié en congé sabbatique peut aussi poursuivre un travail de chercheur, la rédaction d'un ouvrage scientifique ou littéraire, ou la création d'une oeuvre d'art.

2. a) Après avoir solicité les avis des assemblées départementales, la Commission des études transmet au Conseil d'administration avant le 30 septembre, via le vice-recteur à l'enseignement et à la recherche, un projet portant sur la politique et les priorités globales de l'Université, relatives aux congés sabbatiques pour l'année universitaire subséquente.

   b) Le Conseil d'administration, après étude de ce projet, définit au plus tard le premier novembre, une politique et les priorités de l'Université relatives aux congés sabbatiques. Cette politique et ces priorités ne doivent pas avoir pour effet de restreindre, modifier ou annuler toute disposition de la présente convention collective.

3. a) L'assemblée départementale établit et transmet le 1er mars, au doyen de la Gestion académique, la ou les liste(s) ordonnée(s) des salariés ayant fait une demande de congé sabbatique.

   b) Le vice-doyen, le directeur de module ou de département est considéré prioritairement par son département d'origine lorsqu'à la fin de son mandat il postule un congé sabbatique à condition qu'il y soit éligible.

   c) L'attribution des congés sabbatiques est recommandée par la Commission des Études dans les quinze (15) jours ouvrables de la connaissance du budget prévu à ces fins, et au plus tard le 15 mai. Le Conseil d'administration attribue les congés sabbatiques après étude des recommandations de la Commission des Études au plus tard le 31 mai.

4. Sous réserve du nombre de demandes reçues, répondant aux critères d'éligibilité, le nombre total de salariés en congé sabbatique devra se situer, chaque année entre dix (10) et douze (12) pour cent du nombre de postes occupés, ce pourcentage incluant les congés déjà en cours et les recyclages.

5. L'assemblée départementale doit fournir, au moment de la transmission de la ou les liste(s) ordonnée(s), les éléments suivants pour chaque candidat recommandé:

   a) définition des buts du congé;

   b) description de la forme du congé;

   c) identification de l'endroit du congé;

   d) référence, s'il y a lieu, aux bourses, subventions ou autres formes de rémunération demandées à des organismes extérieurs;

   e) la recommandation de l'assemblée départementale.

6. Compte tenu des postes disponibles, le salarié qui remplit les conditions suivantes est éligible à un congé sabbatique:

   a) avoir six (6) années consécutives d'expérience d'enseignement, de recherche ou de tâches administratives à l'Université. Tout congé sabbatique interrompt la comptabilisation des années consécutives et le délai de six (6) ans commence à courir à compter du retour du salarié dudit congé. Dans le cas de congé sans traitement ou de maladie de plus de six (6) mois, la période d'éligibilité n'est pas interrompue mais est allongée de la durée du congé;

   b) avoir fait une demande de bourse, de subvention ou tout autre forme de rémunération;

   c) avoir obtenu une recommandation favorable de son assemblée départementale.

7. a) Le salarié en congé sabbatique reçoit soixante-quinze pour cent (75%) de son traitement pendant la durée du congé, plus les bourses, subventions ou toute autre rémunération reçue, jusqu'à concurrence de cent pour cent (100%) de son traitement. L'excédent des bourses, traitements ou subventions reçus sur les différences ci-haut mentionnées, constitue un fonds réparti entre les bénéficiaires de congé qui n'ont pas obtenu de bourse, dans le but de combler la différence entre soixante-quinze pour cent (75%) et cent pour cent (100%) du traitement.

   b) L'Université rembourse, s'il y a lieu, les frais de scolarité et de déplacement appropriés, à moins que ces frais ne soient identifiés dans une bourse reçue par le salarié.

8. Le congé sabbatique a une durée maximale de douze (12) mois et il est normalement pris à l'extérieur de l'Université.

9. Le salarié en congé sabbatique doit:

   a) se consacrer en exclusivité à son programme d'activités tel que défini au paragraphe 5;

   b) n'accepter aucune rémunération extérieure autres que celles identifiées au paragraphe 5. Le salarié en congé sabbatique pourra exceptionnellement accepter des honoraires pour des activités occasionnelles telles que conférences, séminaires, etc. Il devra en aviser l'Université.

   c) transmettre par écrit à l'assemblée départementale et au vice-recteur à l'enseignement et à la recherche, via le doyen de la Gestion académique, un rapport écrit de ses activités à la fin du congé.

10. Tout salarié à la fin de son congé est obligatoirement réintégré au département auquel il appartient selon les engagements qu'il a pris avec l'Université et son département.

11. a) Le salarié conserve durant son congé sabbatique son statut de salarié à l'Université et les droits inhérents à sa fonction, sauf le droit de donner un ou des cours en appoint.

   b) Le salarié durant son congé peut se porter candidat ou voter à tout poste électif à l'Université. Il ne peut cependant occuper ces fonctions pendant son congé.

   c) Pour les fins de classification et de traitement, l'année sabbatique est comptée comme une année de service à l'Université.

12. Le salarié qui bénéficie d'un congé sabbatique s'engage à remettre à l'Université l'équivalent du temps passé en congé sabbatique. Cependant, si au terme de son congé sabbatique, le salarié poursuit sa carrière dans le secteur public ou para-public, il ne sera tenu à aucun remboursement.

UNIVERSITÉ DU QUÉBEC
UNIVERSITÉ DU QUÉBEC À RIMOUSKI

1. L'Université considère, parmi d'autres moyens, le congé sabbatique comme un investissement, une condition de favoriser le ressourcement et de promouvoir l'excellence de l'enseignement universitaire.

2. Chaque année, la Commission des études élabore un projet de politique et les priorités relatives aux congés sabbatiques, en tenant compte des avis des assemblées départementales.

3. Au plus tard le 1er décembre, le Conseil d'administration décide de la politique et des priorités relatives aux congés sabbatiques, en tenant compte de la recommandation de la Commission des études. Cette politique et ces priorités ne doivent pas avoir pour effet de restreindre, modifier ou annuler toute disposition de la présente convention collective.

4. Sous réserve des demandes reçues répondant aux critères d'éligibilité, le nombre total de professeurs en congé sabbatique ne doit pas être inférieur à dix pour cent (10%) des postes occupés, ce pourcentage incluant les congés déjà en cours et les recyclages.

5. Un congé sabbatique est accordé dans le but de permettre à un professeur de contribuer à l'évolution de la vie universitaire soit:

   a) en cherchant un complément de formation (études supérieures, stage dans un centre d'études ou de recherches);

   b) en consacrant plus de temps à la production scientifique (préparation d'un volume, intensification d'un travail de recherche fondamentale ou appliquée, de consultation ou d'expertise);

   c) en faisant connaître l'Université à titre de professeur invité dans une autre université;

   d) en acquérant une expérience pratique ou professionnelle en rapport avec son domaine académique en vue de remplir plus adéquatement sa fonction de professeur.

6. Pour être éligible à un congé sabbatique, le professeur doit:

   a) avoir six (6) années consécutives d'expérience d'enseignement, de recherche ou de tâches administratives à l'Université. Tout congé sabbatique interrompt la comptabilisation des années consécutives et le délai de six (6) ans commence à courir à compter du retour du professeur dudit congé. Dans le cas de congé sans traitement ou de maladie de plus de six (6) mois, la période d'éligibilité n'est pas interrompue mais est allongée de la durée du congé;

   b) présenter un programme comportant la description du projet et le lieu où se tiendra le congé;

   c) fournir l'attestation qu'il a fait une demande de bourse ou de subvention à un organisme autre que l'Université pour le congé sabbatique;

   d) avoir obtenu une recommandation favorable de son Assemblée départementale.

7. Au cours du mois de janvier, l'Assemblée départementale reçoit les demandes des candidats, les étudie et fournit à la Commission des études un ordre de priorité lorsqu'il y a plusieurs candidats recommandés favorablement.

8. La Commission des études étudie à son tour les dossiers recommandés et fait une recommandation selon un ordre de priorité au Conseil d'administration.

9. Au plus tard le 1er mars, le Conseil d'administration décide de l'attribution des congés sabbatiques, en tenant compte de la recommandation de la Commission des études.

10. Le congé sabbatique doit se prendre normalement à l'extérieur du milieu universitaire où enseigne le professeur.

11. La durée du congé sabbatique ne peut excéder un an, normalement du 1er juin d'une année au 31 mai de l'année suivante.

12. Le professeur s'engage dès son départ à remettre le double du temps passé en congé sabbatique faute de quoi il doit rembourser les sommes reçues de l'Université au prorata du temps d'engagement qui reste à effectuer. Cette exigence est levée si le professeur est en mesure de faire la preuve qu'il poursuit sa carrière dans le secteur public ou para-public québécois.

13. a) Lorsque la période de congé sabbatique autorisée est terminée, le professeur est réintégré obligatoirement au département auquel il appartient.

    b) Le professeur qui ne respecte pas son engagement de se rapporter au travail, à l'échéance de son congé sabbatique, est réputé avoir démissionné volontairement à la date prévue de son retour.

14. Le professeur en congé sabbatique conserve tous les droits inhérents à son statut de professeur, sauf le droit de voter et de participer aux organismes de l'Université.

Divers

15. a) Le professeur en congé sabbatique reçoit soixante-quinze pourcent (75%) de son salaire pendant la durée du congé, plus les bourses, subventions ou toute autre rémunération reçue, jusqu'à concurrence de cent pourcent (100%) de son salaire. L'excédent des bourses, traitements ou subventions reçus sur les differences ci-haut mentionnées, constitue un fonds réparti entre les bénéficiaires de congé qui n'ont pas obtenu de bourse, dans le but de combler la différence entre soixante-quinze pour cent (75%) et cent pour cent (100%) du salaire.

    b) L'Université rembourse les frais de scolarité sur présentation de pièces justificatives. Les frais de déménagement sont défrayés sur présentation de pièces justificatives, après approbation par l'Université.

    c) Un professeur qui détient un poste rémunéré durant un congé sabbatique doit verser à l'Université le montant de cette rémunération équivalente au salaire que lui verse l'Université durant ce congé.

16. Le professeur en congé sabbatique doit:

    a) se consacrer en exclusivité à son programme d'activités;

    b) n'accepter aucune rémunération extérieure autres que celles identifiées au paragraphe 15. Le professeur en congé sabbatique pourra exceptionnellement accepter des honoraires pour des activités occasionnelles telles que conférences, séminaires, etc. Il devra en aviser l'Université;

    c) transmettre par écrit à l'Assemblée départementale et au vice-recteur à l'enseignement et à la recherche un rapport écrit de ses activités à la fin du congé.

UNIVERSITÉ DU QUÉBEC
UNIVERSITÉ DU QUÉBEC À TROIS-RIVIÈRES

Dispositions particulières au congé sabbatique

1. Afin de favoriser le ressourcement de ses professeurs réguliers permanents, l'Université accorde des congés sabbatiques permettant aux professeurs qui en bénéficient de vivre dans un milieu d'enseignement ou de recherche de qualité reconnue, d'acquérir une expérience professionnelle pertinente ou de poursuivre un travail de chercheur ou de rédaction d'un ouvrage scientifique, littéraire ou artistique.

2. Le congé sabbatique est accordé dans le but de permettre à un professeur de contribuer à l'évolution de la vie universitaire soit:

   a) en cherchant un complément de formation (études supérieures, stage dans un centre d'études ou de recherche);

   b) en consacrant plus de temps à la production scientifique, littéraire ou artistique (préparation d'un volume, intensification d'un travail de recherche fondamentale ou appliquée, de consultation ou d'expertise);

   c) en faisant connaître l'Université à titre de professeur invité dans une autre université;

   d) en acquérant une expérience pratique ou professionnelle en rapport avec son domaine académique en vue de remplir plus adéquatement ses fonctions de professeur.

3. Pour être admissible à un congé sabbatique, le professeur régulier doit:

   a) avoir obtenu la permanence, avant ou à la date du début du congé;

   b) appartenir à la catégorie III ou IV de l'échelle de traitements en vigueur, ou être détenteur d'un doctorat et appartenir à la catégorie II de l'échelle de traitements en vigueur;

   c) *i)* pour un premier congé sabbatique, avoir six (6) années d'expérience d'enseignement, de recherche ou de tâche administrative au niveau universitaire, dont quatre (4) années à l'Université. S'il y a eu congé sans traitement, ce délai est de quatre (4) années dont une (1) année précédant immédiatement le congé sabbatique. S'il y a eu congé de perfectionnement, ce délai est de quatre (4) années consécutives après le retour du professeur;

      ii) dans le cas de congés de maladie ou de maternité s'étendant sur une période de plus de six (6) mois la période d'attente n'est pas interrompue mais est allongée de la durée du (des) congé(s);

   d) avoir depuis la fin de tout congé sabbatique six (6) années consécutives d'expérience d'enseignement, de recherche ou de tâche administrative à l'Université sans autre congé avec traitement. S'il y a eu congé sans traitement, la période d'attente de six (6) ans est allongée de la durée des congés sans traitement;

   e) avoir un programme jugé acceptable selon la politique établie dans la paragraphe 9;

   f) avoir fait une demande de bourse, de traitement ou de subvention à un organisme extérieur à l'Université pour le congé sabbatique;

   g) avoir une recommandation favorable de son assemblée départementale.

4. Le contrat d'un professeur qui entre en fonction au plus tard au début de la session d'automne est réputé avoir couru depuis le 1er juin précédent pour les fins du calcul du temps requis pour l'admissibilité au congé sabbatique.

5. Le congé sabbatique a une durée maximum de douze (12) mois, dont un (1) mois de vacances, et est toujours pris à l'extérieur de l'Université.

6. Pendant son congé sabbatique, le professeur est dégagé de toutes les tâches prévues à l'article 10. Le professeur en congé sabbatique se consacre à plein temps aux activités prévues dans le cadre de son congé sabbatique. Il doit transmettre à son retour un rapport écrit sur ses activités au vice-recteur à l'enseignement et à la recherche et à son département.

7. Le professeur ne peut prendre de congé sabbatique passé son soixante-deuxième (62e) anniversaire de naissance.

Dispositions au congé sabbatique

8. Sous réserve du nombre de demandes reçues répondant aux conditions d'admissibilité, le nombre total de professeurs annuellement en congé sabbatique se situe entre dix (10) et douze (12) pour cent du nombre de postes occupés, ce pourcentage incluant les congés déjà en cours.

9. a) Après avoir sollicité et reçu les avis des assemblées départementales au plus tard le trente (30) juin, la Commission des études soumet au Conseil d'administration, pour son approbation au plus tard le 1er novembre, un projet de politique et de priorités globales de l'Université relatif au congé sabbatique.

   b) Elle établit par ailleurs les normes générales d'attribution des congés sabbatiques: Cette politique et ces priorités ne doivent pas avoir pour effet de restreindre, modifier ou annuler toute disposition de la présente convention collective.

   c) A l'intérieur des normes prévues par la Commission des études, l'assemblée départementale, compte tenu des priorités particulières du département, établit et transmet au vice-recteur à l'enseignement et à la recherche les règles d'attribution et la liste ordonnée des professeurs recommandés, pour le 1er février.

   d) L'attribution des congés est recommandée par la Commission des études au Conseil d'administration. Ce dernier décide de l'attribution de ces congés au plus tard le trente et un (31) mars. Le congé sabbatique accordé débute le 1er juin suivant.

10. Pendant la durée de son congé, le professeur en congé sabbatique reçoit au moins quatre-vingt pour cent (80%) de son traitement. L'Université rembourse, s'il y a lieu, sur présentation de pièces justificatives, jusqu'à concurrence de mille huit cents dollars ($1,800.) pour l'année 1976-77, deux mille dollars ($2,000.) pour l'année 1977-78, et deux mille deux cents dollars ($2,200.) pour l'année 1978-79, les frais de scolarité et de déplacement appropriés au(x) lieu(x), préalablement autorisé(s) par l'Université, du congé sabbatique de ce professeur, à moins que ces frais ne soient identifiés dans une bourse reçue par le professeur. Si le professeur obtient une ou des bourse(s) extérieure(s), cette(ces) bourse(s) sert(vent) d'abord à combler la différence entre quatre-vingt pour cent (80%) et cent pour cent (100%) de son traitement.

11. Une somme égale à l'excédent sera retenue par l'Université sur le traitement à verser. L'excédent des bourses reçues sur les différences ci-dessus mentionnées constitue un fonds qui est réparti entre les bénéficiaires de congés qui n'ont pas obtenu de bourse, dans le but de combler la différence entre quatre-vingt pour cent (80%) et cent pour cent (100%) de leur traitement.

12. a) Le professeur qui bénéficie d'un congé sabbatique s'engage à remettre à l'Université le double du temps passé en congé sabbatique, ou à rembourser les sommes reçues de l'Université à l'occation de ce congé, au prorata du temps d'engagement non effectué après la fin de son congé.

   b) Cependant, si au terme de son congé sabbatique, le professeur décide de poursuivre sa carrière ailleurs dans le secteur public ou parapublic québécois, il n'est tenu à aucun remboursement de l'aide reçue de l'Université durant son congé sabbatique.

13. Le professeur conserve durant son congé sabbatique son statut de professeur de l'Université et les droits inhérents à sa fonction, sauf le droit de voter, de participer aux organismes de l'Université et de donner un ou des cours en appoint. Ces années sont comptées comme années de service à l'Université sous réserve de 12.08 de la convention collective.

14. Tout professeur, à la fin de son congé sabbatique, est réintégré au département auquel il appartient selon les engagements qu'il a pris avec l'Université.

UNIVERSITÉ DU QUÉBEC

LE CENTRE D'ÉTUDES UNIVERSITAIRES DANS L'OUEST QUÉBÉCOIS

1. a) Après avoir sollicité et reçu les avis des assemblées départementales au plus tard le premier (1er) décembre, la Commission des études soumet, au plus tard le 15 janvier, au Conseil d'administration, un projet de politique et de priorités globales relatives au congé sabbatique.

   b) Le Conseil d'administration adopte alors une politique et des priorités globales avant le 15 février.

2. A l'intérieur des politiques et priorités prévues par le CEUOQ, l'assemblée départementale, compte tenu des priorités particulières du département, établit et transmet au DER les règles d'attribution et la liste ordonnée des professeurs recommandés, pour le 15 mars.

3. Sous réserve du nombre de demandes reçues répondant aux critères d'éligibilité, le nombre total des professeurs annuellement en congé sabbatique, se situe entre 10% et 12% du nombre de postes occupés, ce pourcentage incluant les congés déjà en cours.

4. Le professeur conserve durant son congé sabbatique son statut de professeur au CEUOQ et les droits inhérents à sa fonction, sauf le droit de voter, de participer aux organismes du CEUOQ et de donner un ou des cours en appoint. Pour les fins d'application de la présente convention, l'année sabbatique lui est comptée comme année de service au CEUOQ.

5. Le CEUOQ est le seul habilité à accorder des congés sabbatiques. Il devra rendre une décision dans un délai raisonnable, suivant la réception des recommandations de l'assemblée départementale.

6. Tout professeur, à la fin de son congé sabbatique, est réintégré au département auquel il appartient.

7. Le professeur qui bénéficie d'un congé sabbatique s'engage à remettre au CEUOQ l'équivalent du temps passé en congé sabbatique. Cependant, si au terme de son congé sabbatique, le professeur poursuit sa carrière dans le secteur public ou para-public québécois, il ne sera tenu à aucun remboursement.

8. Pendant la durée de son congé, le professeur en congé sabbatique, reçoit au moins soixante-quinze pour-cent (75%) de son traitement. Le CEUOQ rembourse, s'il y a lieu, sur présentation de pièces justificatives, jusqu'à concurrence de $1,800 pour l'année 76-77, $2,000 pour l'année 77-78 et $2,200 pour l'année 78-79, les frais de scolarité et de déplacement aller et retour au lieu du congé sabbatique de ce professeur, à moins que ces frais ne soient identifiés dans une bourse reçue par le professeur. Si le professeur obtient une ou des bourses extérieures ou une rémunération, cette (ces) bourse(s) ou rémunération sert (servent) d'abord à combler la différence entre 75% et 100% de son traitement. Une somme égale à l'excédent sera retenue par le CEUOQ sur le traitement à verser.

Dispositions particulières au congé sabbatique

9. Afin de favoriser le ressourcement de ses professeurs réguliers permanents, le CEUOQ accorde des congés sabbatiques qui permettent aux professeurs qui en bénéficient de vivre dans un milieu d'enseignement ou de recherche de qualité et d'intensité reconnues, d'acquérir une expérience professionnelle pertinente, ou de poursuivre un travail de chercheur ou de rédaction d'un ouvrage scientifique, littéraire ou artistique.

10. Le congé sabbatique est accordé dans le but de permettre à un professeur de contribuer à l'évolution de la vie universitaire, soit:

    a) en cherchant un complément de formation (études supérieures, stage dans un centre d'études ou de recherche);

    b) en consacrant plus de temps à la production scientifique, littéraire ou artistique (préparation d'un volume, intensification d'un travail de recherche fondamentale ou appliquée, consultation ou expertise);

    c) en faisant connaître le CEUOQ à titre de professeur invité dans une autre université;

    d) en acquérant une expérience pratique ou professionnelle en rapport avec son domaine académique, en vue de remplir plus adéquatement ses fonctions de professeur.

11. Pour être éligible à un congé sabbatique, le professeur régulier doit:

    a) avoir obtenu la permanence avant ou à la date du début du congé;

    b) appartenir à la catégorie 3 ou 4 de l'échelle de traitement en vigueur, ou être détenteur d'un doctorat et appartenir à la catégorie 2 de l'échelle de traitement en vigueur;

    c) pour un premier congé sabbatique, avoir six (6) années d'expérience d'enseignement, de recherche ou de tâches administratives au niveau universitaire, dont quatre (4) années consécutives au CEUOQ. Ce délai de quatre (4) années consécutives commence à courir à compter de la date du retour du professeur qui aurait bénéficié d'un congé de perfectionnement ou sans solde, antérieur à la demande du congé sabbatique. Dans le cas de congé de maladie ou de maternité, s'étendant sur une période de plus de six (6) mois, la période d'éligibilité n'est pas interrompue, mais est allongée de la durée du congé;

    d) avoir depuis la fin de tout congé sabbatique, six (6) ans consécutifs d'expérience, de recherche ou de tâches administratives au CEUOQ, sans autre congé avec solde. S'il y a eu congé sans solde, la période d'attente de six (6) ans est allongée de la durée des congés sans solde;

    e) avoir un programme jugé acceptable selon la politique établie au premier paragraphe;

    f) avoir fait une demande de bourse, traitement ou subvention à un organisme extérieur au CEUOQ;

    g) avoir une recommandation favorable de son assemblée départementale.

12. Le congé sabbatique est d'une durée maximum de douze (12) mois, dont un mois de vacance, et est toujours pris à l'extérieur du CEUOQ.

13. Le professeur en congé sabbatique se consacre à plein temps aux activités prévues dans le cadre de son congé sabbatique. Il doit transmettre à son retour un rapport écrit sur ces activités à son Directeur de département. Le Directeur de département en transmet copie au DER.

14. Le professeur ne peut prendre de congé sabbatique passé son soixante-troisième (63ème) anniversaire de naissance.

UNIVERSITÉ DU QUÉBEC
INSTITUT NATIONAL DE LA RECHERCHE SCIENTIFIQUE

1. Afin de favoriser le ressourcement de ses professeurs, l'Institut accorde des années sabbatiques qui permettent à ceux qui en bénéficient de vivre dans un milieu de recherche de qualité et d'intensité reconnues et d'y poursuivre un travail de chercheur ou la rédaction d'un ouvrage scientifique.

2. Le Conseil d'administration de l'INRS accorde des années sabbatiques aux professeurs qui en font la demande par écrit au directeur de l'INRS, à la suite de l'examen favorable de leur candidature. Il tient compte des avis fournis sur chaque demande d'année sabbatique par le directeur du centre auquel est rattaché le professeur, l'assemblée des professeurs du centre concerné et le comité d'évaluation du professeur.

3. Le professeur qui ne prend pas d'année sabbatique ne peut, en aucun cas, en réclamer des privilèges équivalents.

4. Normalement, l'année sabbatique a une durée de douze (12) mois dont un mois de vacances, et débute un premier (1er) juin. Elle est toujours prise à l'extérieur de l'INRS.

5. Pour obtenir une année sabbatique, un professeur doit:

   a) avoir au moins quatre années consécutives de service à l'INRS;

   b) avoir au moins six (6) ans d'expérience depuis l'obtention d'un doctorat d'une université reconnue à la suite d'un 3e cycle d'au moins trois (3) ans d'études avancées consécutives à un grade de 1er cycle ou depuis le moment de l'obtention d'une expérience jugée équivalente à tel grade de doctorat;

   c) avoir, depuis la fin de toute année sabbatique, (6) ans d'expérience sans congé avec ou sans solde. S'il y a eu congé avec ou sans solde, la période d'attente de six (6) ans est allongée de la durée des congés sans solde et de six (6) mois pour chaque mois de congé avec solde;

   d) adresser par écrit au directeur de l'INRS sa demande d'année sabbatique six (6) mois au moins avant le début prévu de l'année sabbatique demandée.

6. La contribution de l'INRS au professeur en congé sabbatique comporte:

   a) le paiement des dépenses admissibles;

   b) le versement d'un montant qui égale la différence entre, d'une part, le salaire normal du professeur durant l'année concernée et, d'autre part, la somme des bourses et autres rémunérations extérieures à l'INRS obtenues par le professeur. Le montant versé ne peut cependant dépasser 75% du salaire normal de professeur pour l'année concernée.

7. a) Le professeur conserve durant son année sabbatique son statut de professeur de l'INRS et les bénéfices de sa fonction. L'année sabbatique lui est comptée comme année de service à l'INRS.

   b) Durant son année sabbatique, le professeur participe aux avantages sociaux de l'INRS et l'Institut y contribue sa part, selon les dispositions de la convention comme si le professeur recevait réellement en salaire l'aide de l'INRS.

8. a) Si, au terme de son année sabbatique, le professeur décide de poursuivre sa carrière ailleurs dans le secteur public ou parapublic, il n'est tenu à aucun remboursement de l'aide reçue de l'INRS durant son année sabbatique.

   b) Cependant, s'il décide alors de poursuivre sa carrière dans l'entreprise privée, il sera tenu de rembourser la moitié de l'aide reçue de l'INRS durant son année sabbatique.

9. a) Même si la recherche apporte à celui qui la pratique un perfectionnement continuel, l'INRS favorise en outre le perfectionnement de ses professeurs en leur fournissant les moyens, compte tenu de ses ressources pécuniaires, de participer à des congrès, colloques, séminaires, stage d'études, etc.

b) La politique de perfectionnement élaborée par l'Institut avec l'aide de sa Commission des études est soumise à l'avis du Comité de relations de travail avant d'être adoptée par le Conseil d'administration de l'INRS. Le directeur de centre est responsable de l'application de cette politique dans son centre. Il le fait en tenant compte de l'avis qu'il demande sur ce point à l'assemblée des professeurs de son centre.

UNIVERSITÉ DU QUÉBEC
ÉCOLE NATIONALE D'ADMINISTRATION PUBLIQUE

1. Dans le but de continuer à promouvoir l'excellence de l'enseignement et de la recherche, l'École accorde à ses professeurs une année sabbatique dans un milieu universitaire de qualité, un centre de recherche reconnu ou une administration publique pour y poursuivre un travail de recherche, rédiger un ouvrage scientifique, y agir comme professeur invité ou acquérir une expérience pratique en rapport avec ses préoccupations académiques et comportant une part importante de recherche et de réflexion.

2. Le Conseil d'administration peut accorder un congé sabbatique au professeur qui en fait la demande au directeur général et qui a rempli les conditions prévues aux paragraphes 3. et 4.

3. Pour obtenir un congé sabbatique, un professeur doit:

   a) être détenteur d'un diplôme de troisième cycle ou avoir obtenu une expérience jugée équivalente à un tel grade;

   b) avoir accumulé six (6) ans d'expérience d'enseignement, de recherche ou de tâches administratives à l'École et ce, depuis la fin de toute année sabbatique, de tout congé avec solde d'une durée de quatre (4) mois ou plus;

   c) être classé dans la catégorie III ou IV;

   d) avoir fait une demande de bourse ou de subvention à un organisme extérieur à l'École.

4. Le professeur doit adresser par écrit au directeur général sa demande de congé sabbatique avant le premier novembre précédant le début prévu de l'année sabbatique demandée. Cette demande ouvre le dossier qui doit contenir en outre: a) la description du programme d'activités que le professeur se propose d'accomplir; b) la présentation des implications pécuniaires du projet pour l'École et leur justifications; c) l'accord de l'organisme qui accueillera le professeur durant son année sabbatique; d) les avis favorables du directeur de la formation, de l'assemblée professorale et du comité d'évaluation prévu à l'article 7.01.

5. Le congé sabbatique ne doit être pour le professeur l'occasion ni de pertes ni de profits au point de vue financier. A cette fin, l'École accorde au professeur une aide qui, durant l'année sabbatique, permet de combler la différence entre ses dépenses et ses revenus provenant de sources autres que l'École, tel que le montre le budget que le professeur présente à l'École. Les dépenses indiquées au budget présenté par le professeur correspondent à son traitement à l'École et aux dépenses admissibles découlant pour lui et à sa famille de son séjour à l'extérieur en congé sabbatique, mais non les frais de déménagement. Les revenus indiqués au même budget comprennent tout traitement ou toute bourse accordé par l'organisme d'accueil, toute autre bourse obtenue par le professeur et tout autre revenu relatif au congé sabbatique. L'École ne peut verser au professeur en congé sabbatique, sous forme de traitement, plus de 75% du traitement qu'il aurait reçu s'il était demeuré à l'École durant cette période, et l'aide totale accordée par l'École ne peut être supérieure à 100% de ce traitement.

6. a) Le professeur conserve durant son congé sabbatique tous les droits attachés à son statut et définis dans la présente convention. L'exercice de ces droits est toutefois suspendu durant la période de ce congé, à l'exception des assurances collectives, de la caisse de retraite et de sa progression dans le plan de carrière.

   b) Le professeur en congé sabbatique reprend à son retour à l'École son poste budgétaire qui aura été conservé durant son absence.

7. A la fin du congé sabbatique, le professeur doit fournir à l'École au moins trois (3) années de service. A défaut de respecter cette condition, le professeur devra rembourser à l'École une fraction de l'aide accordée par l'École qui corresponde au temps de service non accompli.

8. Le professeur qui ne prend pas de congé sabbatique ne peut en aucun cas en réclamer des privilèges équivalents. Le professeur ne pourra prendre de congé sabbatique lors des cinq (5) années précédant la retraite.

9. Le congé sabbatique ne peut excéder douze (12) mois dont un (1) mois de vacances et débute le 1er juin. Il est toujours pris à l'extérieur de l'École.

10. Le calcul du nombre requis d'années de service à l'École ne peut commencer avant l'année 1970-71.

11. Le Conseil d'administration ne pourra accorder plus d'un congé sabbatique par année durant la durée de cette entente.

UNIVERSITÉ DU QUÉBEC
INSTITUT ARMAND-FRAPPIER

1. Afin de favoriser le ressourcement intellectuel des professeurs réguliers et de promouvoir l'excellence de la recherche et de l'enseignement à l'Institut, celui-ci acorde des congés sabbatiques

2. Le Conseil d'administration de l'IAF accorde des congés sabbatiques aux professeurs qui en font la demande par écrit au coordonnateur de la recherche à la suite de l'examen favorable de leur candidature. Il tient compte des avis fournis sur chaque demande de congé sabbatique par le directeur du centre auquel est rattaché le professeur et l'Assemblée des professeurs du centre concerné à laquelle le professeur désirant obtenir un congé sabbatique a soumis son programme d'activité en spécifiant les objectifs recherchés et les moyens envisagés pour les réaliser.

3. Est éligible à un congé sabbatique, un professeur qui:

   a) a au moins quatre (4) années consécutives de service à l'IAF;

   b) a au moins six (6) années d'expérience depuis l'obtention d'un doctorat d'une université reconnue à la suite d'un 3e cycle d'au moins trois (3) ans d'études avancées consécutives à un grade de 1er cycle ou depuis le moment de l'obtention d'une expérience jugée équivalente à tel grade de doctorat;

   c) a, depuis la fin de tout congé sabbatique, six (6) années d'expérience sans congé avec ou sans solde. S'il y a eu congé avec ou sans solde, la période d'attente de six (6) ans est allongée de la durée des congés sans solde et de six (6) mois pour chaque mois de congé avec solde.

   d) adresse par écrit au coordonnateur de la recherche de l'IAF sa demande de congé sabbatique six (6) mois au moins avant le début prévu du congé sabbatique demandé.

4. Le professeur conserve durant son congé sabbatique son statut de professeur de l'IAF et les bénéfices de sa fonction. Le congé sabbatique lui est compté comme service à l'IAF.

5. Le professeur participe aux avantages sociaux de l'IAF et l'Institut y contribue sa part, selon les dispositions de l'entente, comme si le professeur recevait réellement en salaire l'aide de l'IAF.

6. La contribution de l'IAF au professeur en congé sabbatique comporte:

   a) le paiement des dépenses admissibles;

   b) le paiement d'un montant qui égale la différence entre d'une part le salaire normal du professeur durant l'année concernée et, d'autre part, la somme des bourses et autres rémunérations extérieures à l'IAF obtenues par le professeur. Le montant versé ne peut cependant dépasser 75% du salaire normal du professeur pour l'année concernée.

7. a) Si, au terme de son année sabbatique, le professeur décide de poursuivre sa carrière ailleurs dans le secteur public ou para-public, il n'est tenu à aucun remboursement de l'aide reçue de l'Institut durant son année sabbatique.

   b) Cependant, s'il décide de poursuivre sa carrière dans l'entreprise privée, il sera tenu de rembourser l'équivalent de l'aide reçue de l'Institut durant son année sabbatique.

QUEEN'S UNIVERSITY AT KINGSTON

1. Purpose

Sabbatical leave* is to provide faculty members with an opportunity to make a temporary change in the normal pattern of academic duties. Such leave should be considered to fall within the scope of an individual's normal university responsibilities. These responsibilities include intellectual inquiry and activities related to the maintenance and further development of faculty excellence in teaching and scholarship.

2. Eligibility to Make Application for Sabbatical

A full time member of faculty is eligible to apply for a sabbatical after six years of service at Queen's since appointment or the previous sabbatical. Years taken on negotiated leave or another form of leave (e.g. "political" leave of absence) should not be counted towards eligibility to apply for sabbatical leave. If service prior to appointment at Queen's is to be counted towards the period of first eligibility, this must be settled at the time of appointment.

3. Eligibility of Deans and Department Heads for Sabbatical

Except under special circumstances and unless there exists a suitable deputy, deans and department heads shall not take prolonged leave of any kind during a term of office. Upon completion of their administrative duties, deans and department heads shall be entitled to special consideration for sabbatical leave.

4. Location of the Sabbatical

A sabbatical usually will be tenable away from the Queen's campus but consideration will be given to proposals for a sabbatical in Kingston.

5. Length of the Sabbatical

The sabbatical is normally for twelve months, beginning July 1st or January 1st, but applications will be considered for six-month sabbaticals beginning on either of the given dates.

6. Obligation to Return

Faculty members who have taken a sabbatical leave shall be under an obligation to return to the University for a period of time equal to the length of the leave.

7. Regulations and Procedures

a) Within each faculty, the dean, in consultation with the faculty board, shall be responsible to the Principal for the establishment of regulations and procedures concerning sabbatical leave. All such regulations and procedures shall be in keeping with the general regulations and procedures contained in this document.

b) The regulations and procedures shall include a timetable giving dates by which the application for leave shall be submitted, the Principal's decision given, and the leave accepted by the applicant. This timetable shall be announced annually at the time applications are requested.

8. Salary Regulations**

a) Each faculty member who is granted sabbatical leave is entitled to seventy-five per cent of regular salary.

b) The faculty member, if eligible, shall apply to outside granting agencies for further support.

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* *"Sabbatical" relates to a six month or a one year leave.*

** *The implementation of this policy by faculties and departments should in no way work to the disadvantage of a full-time member of faculty within a department whose salary is funded only partly by the University.*

c) Faculty members may apply to the dean for additional support from a faculty fund. This additional support might be in the form of salary or in the form of grants for research and travel expenses.

d) The total remuneration received from all sources must not exceed 100 per cent of regular salary. Grants to pay for travel and research expenses and remuneration for occasional work of a limited scope shall not be considered as remuneration for the purposes of this provision.

e) If the total remuneration as defined above exceeds 100 per cent of the faculty member's regular salary, the faculty contribution (seventy-five per cent) shall be reduced appropriately.

f) A faculty member on sabbatical leave shall not accept paid employment except for occasional work of a limited scope.

g) The faculty member on sabbatical continues to be full time member of the academic staff and eligible for all fringe benefits, salary increases and promotions.

9. General Procedures

a) A faculty member shall make application to the head of department by October 1st of the acedemic year preceding the proposed sabbatical, stating the nature of the scholarly activity to be undertaken, the location of the activity, the period of time required and any external financial support which may be obtained or has been applied for.

b) The head of the department shall review all applications for leave and forward them to the dean with his recommendations as they relate to the detailed allocation of teaching and other staff responsibilities.

c) The dean, in turn, shall forward to the Principal each departmental submission along with his own faculty-wide recommendations.

d) The Principal, on reviewing all recommendations, shall inform each applicant of his decisions.

UNIVERSITY OF REGINA

1. The University endorses sabbatical leave as a means of encouraging continuous professional development and productive scholarship which will be mutually beneficial to the member and the institution. A faculty member may apply for, or the University may offer, a sabbatical leave. The University will grant annually a limited number of sabbatical leaves in keeping with its responsibilities. Such leaves will not be unreasonably withheld.

2. **Eligibility**

In order to be eligible to take the leave, the member must have at least six years of continuous full-time employment in the ranks of Professor, Associate Professor, Assistant Professor, or Lecturer, from date of appointment, o from date of returning from sabbatical leave.

Note

Time spent on other types of leave, with or without pay, or on the salary continuance plan, does not count towards the six year total, but such leaves are considered not to break the continuity of years accumulated.

3. **Duration**

A sabbatical leave is for a period of twelve months, commencing July 1st.

4. **Remuneration**

The member will receive eighty percent of his salary, exclusive of stipends, which is in effect during the sabbatical period. The member may apply to use part of the remuneration as a research grant. Other remuneration which the member may receive during his sabbatical is limited to an amount which brings his total to one hundred per cent of normal salary, plus travel and related expenses for the member (unless claimed as part of the sabbatical grant defined above), spouse and dependent children. The University assumes no responsibility for the taxation status of sabbatical grants.

5. **Benefits**

The University's and the member's contributions to employee benefits will be based on the salary which the member would normally have received in that year.

6. **Vacation**

The member will be assumed to have used his annual vacation during his sabbatical leave.

7. **Application**

An eligible member of the faculty may apply to his Dean eight months prior to the commencement of the leave. A detailed statement of his plans for the entire period of leave, indicating the anticipated benefits to the member and the institution shall accompany the application.

8. **Notification**

The Dean will inform the member at least five months prior to the commencement of the leave whether or not his leave has been granted.

9. **Cancellation and Change**

The member may cancel his application by notifying the Dean in writing at least five months prior to the commencement of the leave. After that date the leave may normally not be cancelled or deferred. It is the responsibility of the member to notify the Dean of any changes in plans, and to consult with the Dean about revised plans in order to use the sabbatical leave for appropriate professional development.

10. Report

The member must prepare and forward to his Dean within three months of his return, a full written account of his scholastic and professional activities during the leave.

11. Return to Staff

The member shall return to the staff of the University for a period of two years following the sabbatical leave, or the University may require the member to reimburse the University for all remuneration received during the leave prorated to the amount of time, expressed in full months, by which the member's service to the University since his return is short of two years.

12. Any of the above specifications may be waived by mutual agreement between the Dean, the member, and the Association. Under special circumstances other academic staff members may apply.

N.B. The sabbatical leave policy of the University of Regina is also applicable to the faculty of both Campion and Luther Colleges.

ROYAL MILITARY COLLEGE OF CANADA

1. Professional Development Leaves are available to university teachers at the Canadian Military Colleges for the purpose of maintaining their effectiveness as scholars and teachers. To be considered for development leave, the teacher must apply to the Principal prior to 1 November and give a general statement as to his leave objectives. In addition:

   a) he must be a full-time teacher and appointed for an indeterminate period as a member of the academic staff;

   b) normally, a teacher must have completed six years of service as a teacher at a Canadian military college prior to departure on development leave, (an employee may be given credit for up to three years tenured service at another university);

   c) normally, a teacher must be eligible to serve a further period of three years upon completion of the leave; and

   d) the teacher must obtain the recommendation of the Principal and the approval of the Deputy Minister or his delegate.

2. An employee on professional development leave will receive a non-accountable administrative allowance of not less than 66% of his full salary. Income from all sources during a leave period including grants shall not exceed the gross regular salary plus reasonable expenses, associated with the period of leave.

3. For the purposes of superannuation, insurance, medical and disability benefits, salary increases and promotions, the employee on professional development leave will ordinarily be regarded as if he were not absent from duty on the academic staff.

4. On return from development leave, the employee shall submit a general report on the leave period to the Principal.

RYERSON POLYTECHNICAL INSTITUTE

1. General

The Board and the Association mutually agree that the taking of leaves of absence by members of the regular Faculty for the purpose of academic refreshment or expansion of experience is to the benefit of the Institute and its students. Therefore, the Board agrees to grant a Faculty member a leave of absence depending on such factors as length of service, availability of alternative instructors, and the priority of the need in each case, subject to the following:

a) the Faculty member must apply in writing to the Board through his Chairman at least eight months prior to the beginning of the semester in which he plans to start his leave, with a tentative agreement to be reached between the two parties within a month of application. A firm, written, final agreement between the member and the Board shall be reached four months prior to the requested date commencement of leave;

b) the purpose of the leave shall be for experience approved by his Departmental Council, and the Ryerson Academic Council;

c) where the length of the leave is twelve months or less, the Faculty member will be expected to return to active employment as an instructor at the end of his leave. However, this does not preclude a renewal of leave by mutual agreement between the Faculty member and the Board, subject to conditions a) and b) above;

d) the Faculty member's entitlement to increment will not be interrupted;

e) the Faculty member on leave will be deemed to be a member of the Faculty and will therefore continue to participate in the medical, hospital, dental, extended health, and Group Life Insurance benefits.

2. Leaves with Pay

a) A Faculty member will normally be eligible for a one-year leave with pay at 60 per cent of his normal active employment salary, following six years' service from commencement of employment or return from paid leave, 70 per cent after seven years, 80 per cent after eight years and 90 per cent after nine years. Both service criteria and salary while on leave may be adjusted by mutual agreement between the Board and the Faculty member. For the purposes of this paragraph "service" will not include periods of "leave without pay".

b) A Faculty member on paid leave may receive outside remuneration up to the difference between his salary while on leave and his normal salary. If greater outside remuneration is received his entitlement from the Institute will be reduced by one-half the excess.

c) In recognition of the facts that the above provisions will make a paid leave feasible for a large number of present Faculty members, that quality of teaching must not suffer, and that the demands imposed by the new status must be met, the Institute will not be able to grant such leave to more than fifteen per cent of the members of any one department at any given time. Departments with fewer than seven members will be given special consideration.

d) In addition to the benefits covered above, the Faculty member on leave must contribute to his pension based on salary while on leave, and will continue to be covered by the Salary Continuation and Disability Protection Plan. In the case of disability the benefit will be 75 per cent of normal active salary. The premiums for the benefits will be shared as if the Faculty member were in active employment.

UNIVERSITÉ SAINTE-ANNE

N.B. A compter du 4 janvier 1979 l'Association des Professeurs n'avait pas encore formellement accepté cette politique.

1. Bénéficiaires

a) Les professeurs jouissant de la permanence d'emploi peuvent, selon les disponibilités budgétaires, après six années de service, obtenir un congé sabbatique d'une durée maximum d'une année.

b) Durant ce temps, le professeur recevra soixante-quinze pour cent de son salaire.

2. Modalité

a) Tout professeur désireux d'obtenir un congé sabbatique devra adresser une demande écrite au vice-recteur à l'enseignement avant le 1er septembre précédant l'année pour laquelle le congé est sollicité.

b) Après avoir consulté le directeur de département concerné et le doyen, le vice-recteur présentera sa recommandation, au plus tard, le 1er décembre, le Conseil d'administration devant prendre sa décision avant le 1er février.

3. Avantages sociaux

Durant ce congé, le professeur restant membre régulier du personnel de l'Université, bénéficiera de tous les avantages touchant le personnel enseignant.

4. Contrainte

A la suite de ce congé, le professeur qui en a bénéficié doit obligatoirement enseigner deux années à l'Université, faute de quoi les sommes versées durant ce congé devront être intégralement remboursées à l'institution.

ST. FRANCIS XAVIER UNIVERSITY

1. The University recognizes the importance of granting periodical Sabbatical Leave to all full-time members of the faculty. However, Sabbatical Leave is not granted automatically; an application is judged on the following criteria: recognition of notable service, research, writing, and professional activities. Sabbatical Leave remuneration is a faculty budget item, and the number of such leaves granted in any year is subject to budgetary restraint.

2. After six years of continuous service, a full-time member of the faculty may apply for up to twelve months leave. Service shall be counted from the date of full-time appointment at the rank of Assistant Professor or above. If a professor, eligible for Sabbatical Leave, prefers instead to take leave for one semester only, his/her case will be considered in the light of the particular circumstances.

3. Academic status, salary increments, full pension and insurance benefits will be maintained while a faculty member is on Sabbatical Leave.

4. **Salary**

   a) A candidate for Sabbatical Leave is encouraged to seek outside financial support. His/her sabbatical leave salary will be adjusted, however, so that total remuneration does not exceed full salary plus a reasonable sum for travel.

   b) Sabbatical Leave salary is as follows:

      i) after six years continuous service and subject to a) above, a faculty member may receive a twelve-month leave at a salary of 70% of his/her salary for the academic year during which the Sabbatical Leave is taken;

      ii) after seven, eight, nine or ten years continuous service, the salary maximum is 71%, 72%, 73% and 75% respectively.

5. **Procedure:**

   a) Application for Sabbatical Leave must be made to the Department Chairman, who shall forward the application, together with his/her recommendation(s), to the relevant Dean of Faculty. Applications should normally reach the Dean not later than the August 1st preceding the University Year containing the Academic Year during which the Sabbatical Leave is to begin. A tentative approval of an application will be granted early in the Academic Year.

   b) The award of Sabbatical Leave will be made by the Dean of the Faculty by January 31. Such final approval will be contingent upon the applicant providing the Dean of the Faculty with an acceptable proposal for scholarly activities during the period of the leave.

THE UNIVERSITY OF ST. JEROME'S COLLEGE

Sabbatical leave is intended to facilitate advanced study, research, writing and the widening of professional and cultural contacts.

1. Eligibility

a) *Ratione personae*

i) Sabbatical Leave is granted to those full-time faculty members holding, at the time of their application, the rank of assistant professor, associate professor, or professor, and to the librarian.

ii) Up to three years in the rank of lecturer may be counted for purposes of eligibility.

b) There are no half-year Sabbatical Leaves.

c) *i)* Full-year Sabbatical Leaves will be granted with the following stipends:

70% of the instructor's salary after six years of full-time service.
80% of the instructor's salary after seven years of full-time service.
90% of the instructor's salary after eight years of full-time service.
100% of the instructor's salary after nine years of full-time service or anytime thereafter.

ii) In principle, the qualifying six years are deemed to mean consecutive years; however, derogations from the rule may be made by the appropriate leave granting authority at its discretion in the case of a leave without pay affecting the continuity of the required period.

d) *i)* In lieu of Sabbatical Leave a person who is eligible may apply for a study grant.

ii) This grant will be awarded on the basis of the proposed project, the funding for the project will not exceed one calendar year, and the potential stipend will not exceed seventy-five per cent of the stipend for which the faculty member would have been eligible under c) above.

e) Having exercised one of the options provided by item c) or d) above, the returning faculty member will be eligible to apply for additional leave according to the articles of these same items c) and d) once he has fulfilled the basic requirement of a further six years of full-time instruction at the College.

2. Procedures

a) *i)* While a member of the faculty who meets the conditions as outlined is eligible for Sabbatical Leave, this leave cannot be exercised to the detriment of the normal pattern of the teaching program. Accordingly, the granting of the leave is not automatic and the element of discretionary powers on the part of the leave granting authority should be considered as justified and the actual date of the commencement of the leave should be subject to the considerations of the teaching program.

ii) The ground for deferment should be limited to such objective criteria as difficulties in obtaining a replacement combined with the necessity of continuing the teaching program during the applicant's absence.

b) *i)* The request for Sabbatical Leave should be made through the department chairman, to the Dean, or directly to the Dean if no department exists. This request shall then be submitted with the chairman's and Dean's recommendations to the Board of Governors.

ii) Initial applications should be made not later than 12 months prior to the proposed commencement of the leave.

iii) The applicant should be informed of the decision not later than six months following the date of submitting his application to the chairman or to the Dean as the case may be.

iv) A person whose application has been denied should be provided with the chairman's and Dean's recommendations as presented to the Board.

3. Obligations of Person Granted Sabbatical Leave

a) *i)* The person is expected to return to his normal duties at the College for the period of at least one academic year.

ii) In exceptional cases (force majeure) the leave granting authority may, at its discretion, waive, in full or in part, the obligation in the matter of return as specified above.

b) On his return the person is expected to submit a statement to the chairman of his department regarding his academic activities while on Sabbatical Leave.

SAINT MARY'S UNIVERSITY

1. Principles

a) The employer recognizes the importance of granting sabbatical leave to full-time faculty members to improve themselves academically by engaging in continued research, professional experience, or intellectual renewal.

b) While sabbatical leaves are available to faculty members, they are not granted automatically. The utilization of the sabbatical leave should benefit the leave taker, the home university and the academic community in general.

c) A faculty member on sabbatical leave shall continue to receive all fringe benefits and shall suffer no loss in rank, position, or salary entitlement because of such leave.

d) Once a sabbatical leave has been granted, it is normally expected that the faculty member will take the leave.

e) A faculty member on sabbatical leave is normally required to leave the University during the period of his/her leave.

f) Each Department or Division, and each Faculty shall co-operate in planning the sabbatical leaves of its members well in advance.

g) Should two or more faculty members in a Department or Division simultaneously become eligible for sabbatical leave, any issue of priority will be determined by the Department or Division in consultation with the appropriate Dean. In determining priority, the proposed sabbatical activity will be one of the determining factors.

h) In no case shall a faculty member who applies for sabbatical leave, including a Chairperson or Director, be a party to a decision of the Department or Division on any issue of priority, as specified in g), this provision shall not preclude such persons being involved in discussions in the Department or Division that precede the written decision on priority; in cases where a Chairperson or Director has applied for sabbatical leave, a member of the Department or Division who has not applied for sabbatical leave (or in cases where this is impractical, a cognate academic) shall be elected by majority vote of the Department or Division to act as Chairperson for the purposes of **2.c)** *i)* and *ii)* below.

2. Regulations

a) *Period of Sabbatical Leave*

i) Sabbatical leave shall extend for a period of one full year: from September 1st until August 31st of the year following. Leave for one semester or for a period shorter than twelve (12) months will be granted only in exceptional circumstances.

ii) If sufficient justification is given, initiation of sabbatical leaves on dates other than the above may be approved by the President, if recommended by the Department.

b) *Entitlement*

i) Because sabbatical leave involves a variable financial commitment, the number of such leaves granted in any one year is subject to budgetary restraint. If the number of applicants for sabbatical leave exceeds the budgetary limitations, a decision on priorities between Faculties and between Departments will be made by the Academic Vice-President.

c) *Applications*

i) The faculty member shall make application, in writing, to the Department Chairperson no later than March 1st of the year preceding the year for which leave is requested. (e.g. Applications for sabbaticals commencing September 1, 1979 must be made by March 1, 1977). The faculty member shall

submit, with his/her application, a statement of his/her proposed study, research, or other planned activity during the period of leave. The Chairperson, in consultation with the department, shall forward the application with his/her recommendation, to the appropriate Dean. The Dean will, no later than April 1st, consider all such applications from within his/her Faculty and make recommendations on them to the Academic Vice-President, specifying the implications of such leaves, if granted, for academic programs, teaching allocations and financial resources.

ii) The application will be forwarded through normal channels to the Academic Vice-President. Subject to the other provisions of this Article the Academic Vice-President will take into account the quality of the proposed sabbatical leave activity and the fair and equitable distribution of sabbatical leaves across the University in determining whether an applicant will be granted sabbatical leave. The Academic Vice-President shall communicate the Employer's decisions on sabbatical leave requests by October 1st following.

iii) A faculty member intending to apply for sabbatical leave is expected to seek outside financial support for his/her sabbatical year. In cases where such support is obtained, the Employer reserves the right to adjust its contribution so that total remuneration for the leave period shall not exceed normal salary entitlement plus a reasonable allowance for travel and expenses.

iv) In general during the leave period, a faculty member shall not accept paid outside employment other than that which contributes to the faculty member's professional development. He/she may, however, apply for and may receive permission to undertake suitable limited paid work (teaching, research, or other). If this occurs, the adjustment of the employer's financial support according to the paragraph above shall apply.

v) Faculty members are eligible for sabbatical leave according to the provisions of this Article on completion of six (6) years of full-time service in the rank of Assistant Professor or above, uninterrupted by a sabbatical leave.

d) *Miscellaneous*

i) A faculty member who has taken a sabbatical leave shall be expected to return to the University for a period of time equal to his/her sabbatical leave.

ii) Upon termination of the leave the faculty member must submit to his/her Dean and Department a written report of his/her activities during his/her leave.

iii) In the event a faculty member applies for and is otherwise qualified for a sabbatical leave but the leave is not granted because of the application of the provisions of this Article, that faculty member's application shall receive priority consideration the following year. It is the faculty member's obligation to initiate a new request for a sabbatical leave when the previous request has been either deferred or refused.

iv) Faculty members who refuse to apply for sabbatical in their first year of eligibility, or who refuse to take leave which has been granted, will be placed last in priority for subsequent years. This provision shall be waived if the reason for refusing is due to sick leave, maternity leave, extreme personal hardship, or valid academic reasons.

e) *Financial Support*

2 *i)* Sabbatical leave remuneration shall be on the following basis:

- After six years of full-time service at the University, a faculty member granted sabbatical leave shall receive a salary and/or research grants to the equivalent of seventy-five percent (75%) of his/her salary for the year of leave;

- After eight years or more of full-time service at the University, a faculty member granted sabbatical leave shall receive a salary and/or research grants to the equivalent of eighty percent (80%) of his/her normal salary for the year of leave.

- Funds generated by savings on the salaries of faculty members on sabbatical leave shall be directed towards the maintenance of academic programs across the University in those Departments with members on sabbatical.

UNIVERSITÉ SAINT-PAUL

1. Objectif

L'Université Saint-Paul considère le congé sabbatique non pas comme une récompense à laquelle le professeur a droit pour un travail accompli, mais bien plutôt comme un placement, une condition du progrès de la vie universitaire. C'est dans cette optique que des règlements ont été établis et que sont jugées les demandes de congés.

2. Règlement

Un congé sabbatique peut être accordé à un professeur lorsqu'il a enseigné à exercice complet à l'Université Saint-Paul pendant six (6) années, avec le rang professoral de chargé de cours, de professeur adjoint, de professeur agrégé ou de professeur titulaire.

3. Durée du congé et compensations financières

a) Congé de six (6) mois avec plein salaire

Le professeur doit assumer un semestre complet d'enseignement, sauf exception.

b) Congé d'un an à demi-salaire

Si le professeur désire augmenter le montant de la compensation financière il peut différer la présentation de sa demande. La compensation financière sera alors de 50% plus 5% du salaire pour chaque année s'ajoutant aux six années de base jusqu'à concurrence de 80% du salaire. Ce maximum de compensation est atteint après douze (12) années de service.

c) Lorsqu'un professeur ne peut accepter un congé sabbatique à cause de raisons administratives (v.g. remplacement impossible), la compensation financière est majorée de 5% pour chaque nouvelle année de retard, jusqu'à concurrence de 100% du salaire. Ce maximum de compensation est atteint après seize (16) années de service.

d) Le calcul du pourcentage de salaire qui est attribué au professeur à titre de compensation se fait en fonction du salaire qu'il aurait touché durant son congé.

e) Pendant l'absence du professeur, l'Université et le professeur continuent à verser la contribution respective de l'employeur et de l'employé aux différents plans d'assurances et fonds de pension en prenant comme base de calcul ce que serait le plein salaire du professeur.

f) Pendant son congé, le professeur peut accepter des bourses d'études, mais il ne peut prendre une position rémunérée, sauf dans des cas tels que prévus par l'article 5.c) et d).

g) Lors de son retour à l'Université Saint-Paul, le professeur qui a bénéficié d'un congé sabbatique doit remettre à son doyen ou directeur un rapport de ses activités au cours de ce congé.

4. Engagement du professeur

Le professeur qui a obtenu un congé sabbatique s'engage à demeurer au service de l'Université Saint-Paul pendant l'année universitaire qui suit l'année de congé.

5. Raisons qui motivent la demande de congé

Le congé sabbatique est accordé pour permettre au professeur de contribuer au développement de la vie universitaire:

a) En cherchant un complément de formation - études supérieures, stages dans des centres d'études et de recherches.

b) En consacrant plus de temps à la production scientifique - préparation d'un volume, poursuite d'un travail de recherches.

c) En faisant connaître l'Université Saint-Paul à titre de professeur invité lorsque le poste est jugé par l'Université comme étant d'importance exceptionnelle (voir article 3.f).

d) En acquérant une expérience pratique ou professionnelle relative à son domaine de spécialisation, afin de pouvoir donner un enseignement plus complet et plus conforme aux exigences de l'époque.

6. Demande de congé sabbatique

a) Dix (10) mois avant le début de l'année scolaire au cours de laquelle le professeur veut s'absenter, il complète et remet à son doyen ou à son directeur sa demande de congé sabbatique.

b) Le doyen ou le directeur peut:

i) pour des raisons administratives, remettre à plus tard le congé sabbatique de ce professeur;

ii) refuser le congé sabbatique s'il croit qu'il n'est pas dans l'intérêt de l'Université d'accepter la demande;

iii) approuver la demande et la faire parvenir au Conseil d'administration de l'Université Saint-Paul par l'entremise du vice-recteur à l'enseignement et à la recherche.

c) Dans le cas d'un refus, le professeur peut en appeler de la décision du doyen ou du directeur au Conseil d'administration par l'entremise du vice-recteur à l'enseignement et à la recherche; la même procédure sera suivie dans les cas exceptionnels non prévus par les présents règlements.

7. Exception

On ne peut faire aucune exception à ce règlement sans l'autorisation écrite du Conseil d'administration.

8. Approbation

Ce règlement a été revisé et approuvé le 18 février 1974 et remplace tout règlement antérieur sur le sujet.

ST. THOMAS UNIVERSITY

1. The employer recognizes the importance of granting sabbatical leave to full-time faculty members for intellectual renewal, professional experience and continued research. Faculty members are eligible for sabbatical leave on completion of six years of full-time service without sabbatical leave. In determining eligibility for sabbatical leave, credit will be given upon the recommendation of the department and the approval of the president for previous full-time service without sabbatical leave at other universities. The employer also agrees to give consideration to applications for half-year sabbatical leave on completion of three years of full-time service without sabbatical leave.

2. The faculty member shall make application in writing to the department chairman no later than the date set for this purpose by the department; this date shall be no later than August 1 in the academic year preceding the year during which sabbatical leave is requested, and no earlier than the previous April 30. In an application the faculty member shall include a statement of proposed study, research or other planned activity during the period of leave. The chairman shall forward the application with the department's recommendation on or before September 1 to the committee on academic staff. The committee on academic staff shall consider all such applications, examining the implication of such leaves for academic programs, teaching allocations and financial resources, and make recommendations on them to the president on or before September 15. Sabbatical leave shall not be withheld unreasonably or in a discriminatory manner.

3. At the request of the president, the committee on academic staff shall meet with the president to discuss its recommendation in any specific case.

4. The president shall communicate the university's decision to the faculty member by October 15. If the decision is negative, the president shall include a statement of all the reasons on which the decision was based.

5. Sabbatical leave remuneration shall be as follows:

   a) A faculty member granted full-year sabbatical leave after at least six years of full-time service, or after at least six years of full-time service since the most recent sabbatical leave, shall receive a salary of 75% of normal salary for the year of leave.

   b) A faculty member granted half-year sabbatical leave after at least three years of full-time service, or after at least three years of full-time service since the most recent sabbatical leave, shall receive a salary of 75% of normal salary for the period of leave.

   c) If a faculty member is asked by the university to postpone full sabbatical leave for one or two years or if a faculty member asks to have full sabbatical leave postponed one or two years for reasons approved by the academic vice-president, he or she shall be awarded, at his or her choice, either an increase in his or her sabbatical remuneration of 5% for each year of postponement or credit of one year towards his or her next full sabbatical leave for each year of postponement. The university shall not ask a faculty member to defer sabbatical leave for more than two years.

   d) If a faculty member is granted a half-year sabbatical leave following more than four years of full time service without sabbatical leave, his or her salary shall be 80% of normal salary for the period of leave.

   e) Notwithstanding the other provisions above, if a faculty member on sabbatical leave has outside funding which, added to the total paid by the university, would increase his or her income for the year to more than the total of his or her normal salary plus travel, study and research expenses, then the remuneration paid by the university may be so reduced that his or her income not exceed the aforesaid total.

   f) Upon the recommendation of the committee on academic staff and with the approval of the president, a portion of the sabbatical remuneration shall be in the form of a research grant.

6. A faculty member on sabbatical leave shall continue to receive all fringe benefits and shall suffer no loss in academic appointment because of such leave.

7. Full-year sabbatical leave shall extend for a period of one academic year; half-year sabbatical leave shall extend for a period of one half-year, either from July 1 to December 31, or from January 1 to June 30.

inclusive. By agreement between the sabbaticant and the president the dates on which full-year sabbatical leave and half-year sabbatical leave begin and end may be altered.

ST. THOMAS MORE COLLEGE

1. An application for leave must be submitted to the Principal's Office by October 1 of the year preceding the academic year for which the leave is requested. A statement of the applicant's proposed program is to accompany the application and a report is to be submitted on his return.

2. Eligibility for sabbatical leave is established by six continuous years of service in a tenured rank, but consideration may be given to service in a non-tenured rank. Continuity of service is not interrupted by leave of absence without pay and educational leave. Such leaves do not normally count toward the entitlement period.

3. The pay during sabbatical leave is 80% of salary for the year during which the leave is taken, or 100% of salary for one-half year.

UNIVERSITY OF SASKATCHEWAN

1. Purpose

Sabbatical leaves are intended for academic study, research, writing, and similar activities. Sabbatical leaves provide a means by which employees increase their knowledge, further their research, stimulate intellectual interests, strengthen their contacts with the world-wide community of scholars, thus enhancing their contribution to the University on their return. Employees on sabbatical leave are encouraged, but not required, to leave the University during part or all of their period of leave. Sabbaticals are not granted to permit study for a degree considered to be qualification for regular appointment unless the Sabbatical Leave Committee is satisfied that all requirements of the degree will be met during the period of the leave.

2. Sabbatical Leave Committee

The University shall have a Sabbatical Leave Committee to determine which sabbatical leave applications are acceptable and which are not acceptable. The Committee shall consist of the Vice-President (Academic), or his designate, who shall be chairman, the Dean of Graduate Studies and Research, three employees named by the President, and two Faculty Association representatives. The three employees named by the President and the two representatives named by the Association shall have been on sabbatical leaves during their careers.

3. Powers of the Sabbatical Leave Committee

The Sabbatical Leave Comittee shall:

a) receive and review all sabbatical leave application;

b) invite department heads and deans to comment upon all applications from their departments or colleges;

c) request additional information from individuals whose applications need clarification;

d) consider the applicant's past sabbatical leave performance;

e) determine which applications are acceptable and which are not acceptable with paragraph 4.;

f) hear and decide appeals from individuals whose applications were determined to be not acceptable.

4. Criteria for Sabbatical Leaves

A sabbatical leave shall be recommended in all cases where the applicant is eligible for a sabbatical leave as specified in paragraph 5.,and has put forward a sabbatical leave project which, in light of the employee's past performance, demonstrates to the satisfaction of the Committee that the leave will be of sufficient benefit to the University and to the employee to justify its award. The benefits shall be judged in terms of:

a) research and scholarly work, or

b) teaching, or

c) clinical practice, or

d) extension activities, or

e) other work related to the applicant's University duties.

5. Eligibility for Sabbatical Leave

a) An employee with tenure or permanent status shall first be eligible to be considered for a sabbatical leave after six years of full-time service at the University of Saskatchewan, provided that in each of the six years the employee had tenure or permanent status or the year was counted as a year of probationary service in earning tenure or permanent status. An employee shall also be eligible to apply

for sabbatical leave after an additional six years of full-time service following the date of completion of his last sabbatical leave.

b) The six years of service which generate eligibility need not have been continuous but shall not have been interrupted by educational leave of one or more years or by more than three years of absence from duties.

c) An employee may, with the approval of the Dean, apply and be considered for a sabbatical leave after five years of service in which case he shall not be eligible for another sabbatical leave until he has completed seven additional years of service.

6. Allocation of Sabbatical Leaves

a) In each college not more than a specified fraction of the tenured staff may be on sabbatical leave in any year. For the year 1979-80 this fraction will be 1/8.

b) In the event that the number of acceptable applications in any College exceeds 1/8 time the number of tenured faculty or if an adequate replacement cannot be found for an employee with an acceptable sabbatical leave project, the Dean may postpone the sabbatical leave of the employee for one year. Such an employee shall have first claim on sabbatical leave in subsequent years.

7. Responsibilities of Sabbatical Leave Recipients

a) An employee who takes sabbatical leave is expected to return to service at the University of Saskatchewan for at least one year.

b) During the period of his sabbatical leave the employee's assigned duties shall consist of work on his approved sabbatical project.

c) An employee shall submit to the Committee, through his department head or dean, not later than three months after the end of his sabbatical leave, a report on the work done related to his sabbatical project.

8. Level of Remuneration

a) An individual on sabbatical leave for 12 months shall receive 80% of his regular salary, and an individual on sabbatical leave for 6 months shall receive 100% of his salary. An individual may be requested to take his leave in two three-month periods where assigned duties include provision of medical services, in which case he shall receive 100% of his salary.

b) If an employee receives salary from a source other than the University of Saskatchewan for activities that are part of his sabbatical project, his University salary shall be adjusted so that his combined salary does not exceed 100% of his University salary. However, if an employee on sabbatical leave provides information to the Committee to show travel, research and other extraordinary expenses of his leave, the Employer shall allow such salary in excess of 100% of University salary as is justified by these extraordinary expenses except that in no case shall the Employer pay in excess of the amount of University salary referred to in a) above.

9. Period of Leave

Full-year sabbatical leaves shall normally commence on July 1. Six-month sabbatical leaves shall normally commence on January 1 or July 1. An employee may arrange the period of his sabbatical leave at other dates, subject to the approval of his dean.

10. Eligibility for Promotion and Special Increases

An individual on sabbatical leave shall be eligible for promotion or a special salary increase on the same basis as any other employee. Before January 1 of a year that an employee is on leave he shall provide his department head or dean with any information that may be relevant to consideration of promotion or the award of special salary increase.

11. Research Grant

An individual shall be entitled to receive a portion of his sabbatical salary in the form of a grant while on sabbatical leave, provided that he can reasonably demonstrate to the appropriate research committee that such funds will be spent on travel, certain living expenses while away from Saskatoon, research materials, books, telephone, copying, and such other items as are related to his sabbatical program. (Note: The tax status of the research grant is a matter to be settled between the individual and Revenue Canada.)

12. Dates

The following dates shall govern sabbatical leave procedures:

a) By September 30, all sabbatical leave applications shall have been made to the Sabbatical Leave Committee.

b) By October 31, the Sabbatical Leave Committee shall have determined which sabbatical leave projects are acceptable and which are not acceptable, and the applicants shall have been informed.

c) By November 15, all appeals shall have been filed with the Committee.

d) By November 30, all appeals shall have been considered by the Committee, and the appellants informed of the Committee's decision.

e) By December 15, each dean shall have informed the members of his college who have acceptable sabbatical leave projects whether he will transmit to the Board a recommendation for granting of the employee's leave during the subsequent year or a recommendation for delay of leave.

13. Interpretation

Any dispute arising from the interpretation of the above regulations and procedures shall be resolved by agreement between the Employer and the Association.

UNIVERSITÉ DE SHERBROOKE

1. Le congé sabbatique a une durée maximum de trois (3) trimestres. Une période d'au moins six (6) années doit s'être écoulée entre chaque congé sabbatique.

2. La présentation d'une demande de congé sabbatique exige toutes et chacune des conditions suivantes:

   a) avoir acquis la permanence;

   b) être professeur régulier ou chercheur depuis au moins six (6) ans à l'Université de Sherbrooke, ou depuis trois (3) ans à l'Université de Sherbrooke et avoir été au moins trois (3) ans dans une autre université en tant que professeur régulier ou chercheur;

   c) transmettre un projet en spécifiant les objectifs et les moyens envisagés pour le réaliser;

   d) avoir obtenu et transmettre l'avis écrit de l'assemblée des professeurs de département;

   e) transmettre un estimé des frais de scolarité et des frais de déplacement prévus.

3. Le comité des bourses de congé sabbatique est formé paritairement de trois (3) personnes nommées par l'Université et de trois (3) professeurs ou chercheurs permanents nommés par le syndicat.

4. Ce comité a pour mandat de préparer la politique générale relative aux congés sabbatiques et les règles générales d'attribution de ces congés. Il doit transmettre à l'Université ses recommandations sur ces deux (2) points au plus tard le 15 octobre de chaque année. Après étude de ces recommandations, l'Université adopte sa politique générale relative aux congés sabbatiques et les règles générales d'attribution de ces congés et transmet ses décisions au comité au plus tard le 1er novembre de la même année.

5. Toute demande de congé sabbatique doit être transmise au doyen qui doit la transmettre au comité des bourses de congé sabbatique au plus tard le 1er décembre de chaque année.

6. Le comité des bourses de congé sabbatique doit transmettre à l'Université la liste des professeurs ou chercheurs permanents recommandés par ordre de priorité décroissant au plus tard le 10 janvier de chaque année.

7. a) L'Université décide en dernier ressort et fait connaître, au plus tard le 15 février, les noms des professeurs ou chercheurs permanents à qui elle accorde un congé sabbatique. L'Université doit nommer les professeurs ou chercheurs permanents parmi ceux qui ont été recommandés par le comité en vertu du paragraphe 6.

   b) Cependant, si l'Université prend une décision non conforme aux avis mentionnés au paragraphe 2.d), elle doit indiquer les motifs de cette décision et en transmettre copie au Syndicat et aux directeurs de département concernés.

8. Une fois accepté par l'Université, le congé sabbatique est effectif à la date prévue lorsque le professeur ou chercheur permanents qui en fait la demande remplit préalablement les deux (2) conditions suivantes:

   a) il s'engage à poursuivre la réalisation du projet accepté et à revenir comme professeur régulier ou chercheur pour une période égale à celle du congé sabbatique obtenu. S'il quitte avant d'avoir rempli ledit engagement, il doit rembourser les sommes qu'il a reçues de l'Université durant son congé sabbatique, au prorata du temps qu'il lui reste à remettre. Ce remboursement doit se faire sur une période d'au plus quatre (4) ans, à compter de la date de la fin du congé sabbatique. Le professeur ou chercheur permanents doit signer un contrat à cet effet;

   b) il fournit les documents attestant que des demandes de bourse ont été faites auprès d'au moins deux (2) organismes autres que l'Université.

9. a) Le professeur ou chercheur permanents en congé sabbatique reçoit de l'Université une bourse établie comme suit:

i) si le professeur ou chercheur permanents en congé sabbatique n'a pas obtenu de bourse de l'extérieur ou s'il a obtenu une bourse de l'extérieur égale ou inférieure à vingt-cinq pour cent (25%) de son traitement, la bourse de l'Université est égale à soixante-quinze pour cent (75%) de son traitement;

ii) si le professeur ou chercheur permanents en congé sabbatique a obtenu de l'extérieur une bourse supérieure à vingt-cinq pour cent (25%) de son traitement, la bourse de l'Université est égale à la différence entre son plein traitement et le montant de la bourse obtenue de l'extérieur.

b) Cependant, le professeur ou chercheur permanents peut recevoir plus que cent pour cent (100%) de son traitement, à même la somme ainsi épargnée par l'Université (soit la différence entre le montant de la bourse et vingt-cinq pour cent (25%) du traitement du professeur ou chercheur permanents) si celle-ci juge que les coûts occasionnés par ce congé sabbatique le justifient; sinon, cette somme ainsi épargnée sera répartie par l'Université de façon à assurer aux autres professeurs ou chercheurs permanents en congé sabbatique un pourcentage uniforme de leur traitement.

10. a) L'Université rembourse les frais de scolarité s'il y a lieu. Elle rembourse également jusqu'à concurrence de $1600, les frais de déplacement (d'un seul aller et retour) du professeur ou chercheur permanents en congé sabbatique entre Sherbrooke et le lieu ordinaire de séjour, ainsi que les frais de déplacement (d'un seul aller et retour) de l'épouse et des enfants du professeur ou chercheur permanents, lorsque le séjour de celui-ci à l'étranger dépasse six (6) mois. Les modalités de ce remboursement s'effectuent selon les règles décrites au bulletin numéro un (1) intitulé "frais de déplacements du personnel".

b) Dans chaque cas, ces frais ne sont cependant pas remboursés par l'Université s'ils sont identifiés dans une autre bourse.

11. Au terme de son congé sabbatique, le professeur ou chercheur permanents est réintégré à l'Université et prioritairement au département auquel il est rattaché.

12. Le professeur ou chercheur permanents transmet au directeur de département, au comité des bourses et au directeur du Service des personnels, un rapport écrit au cours du mois qui suit son retour de congé sabbatique.

13. Sur demande de l'assemblée des professeurs de département transmise au doyen, la tâche d'enseignement du professeur permanent en congé sabbatique est confiée à un ou des chargés de cours.

14. Les droits et obligations du professeur ou chercheur permanents en congé sabbatique sont régis, pendant la durée de ce congé, par tous les articles de la présente convention, sauf par les articles 8, 10, 12 et 20.

SIMON FRASER UNIVERSITY

GENERAL

1. Definition

Sabbatical leave is a privilege referring to a recurring period of paid leave in which a faculty member is freed from teaching and other university responsibilities with sufficient resources to devote his whole time to scholarly pursuits.

2. Objectives

Sabbatical leave is seen to be to the mutual advantage of both the individual faculty member, who broadens his academic experience, and the University, which subsequently benefits through the enhanced quality of teaching and research.

POLICY

3. Eligibility

a) All faculty members on regular appointment, except those on terminal contracts, are eligible to apply for one of the sabbatical leave options, provided the period of service to the University before commencement of the leave option has been fulfilled for that option.

b) Normally no faculty member may commence sabbatical leave while owing the University any part of a teaching semester.

4. Sabbatical Options

A faculty member may elect one of the following options for his proposed sabbatical leave by making written application in advance.

Option A

a) After a period of service to Simon Fraser University containing twelve scheduled teaching semesters, sabbatical leave shall consist of three consecutive semesters of leave at 60% salary. The University may, upon application by the faculty member, award a University-funded research grant provided the total for salary and research grant does not exceed 60% of salary.

b) Credit for academic service at other similar institutions will be granted on the basis of one scheduled teaching semester credit at Simon Fraser University for one year full time academic service at other institutions up to a limit of four semesters credit out of the twelve. Such service must have been over continuous years immediately preceding the transfer of the faculty member to Simon Fraser University, and no sabbatical leave or other leave with pay may have been awarded at the other institution during the period proposed for transfer of credit.

c) Sabbatical leave may be taken consecutively with one earned research semester for a total of four semesters of which the research semester at full salary will constitute the first. Only in exceptional cases may a faculty member be granted a consecutive combination of research and sabbatical semesters in excess of four.

Option B

a) After a period of service to Simon Fraser University containing twelve scheduled teaching semesters, sabbatical leave shall consist of two consecutive semesters of leave at 70% salary. The University may, upon application by the faculty member, award a University-funded research grant provided the total for salary and research grant does not exceed 70% of salary.

b) Credit for service at other similar institutions will be granted as in Option A above.

c) Sabbatical leave may be taken consecutively with one or two earned research semesters for a total of three or four semesters, of which the research semester(s) will constitute the first one or two.

5. Faculty Responsibilities

a) During the period of sabbatical leave, the faculty member shall remain employed by, and accountable to, Simon Fraser University.

b) The University has no responsibility for the travel expenses of faculty in connection with sabbatical leave. It is incumbent upon the faculty member to seek outside sources for travel expenses.

c) Additional outside earnings in the form of research awards, scholarships and stipends which do not prescribe or imply employment with or services for that institution may be accepted, providing that the faculty member gives advance written notice of such awards to the department chairman, and the Dean of the Faculty.

d) Remunerative employment related to the purpose of the leave, eg. a part-time teaching or research appointment, may be accepted under the following conditions:

i) Full details are first disclosed to and approved by the Department Chairman and the Faculty Dean.

ii) Where the remuneration from such employment plus the University sabbatical salary exceeds the faculty member's normal academic salary during the sabbatical period, the University contribution to total salary during the period shall be decreased (if necessary) to yield a total stipend equivalent to full academic salary plus a reasonable travel allowance.

e) Sabbatical leave may not be taken in order to fulfill residence requirements for higher degrees.

f) Faculty members are expected to undertake at least two further scheduled teaching semesters at Simon Fraser University subsequent to taking advantage of any sabbatical option. Each member will be required to sign an advance agreement undertaking to return to the service of the University for these two semesters after completion of the option or to refund all or part of the financial assistance received from the University. This service obligation does not affect the normal arrangement of one research semester credit for two teaching semesters subsequent to the sabbatical leave.

g) Each faculty member, on returning from his sabbatical leave, will provide his chairman with a report of his research activities during his period of leave. The Department Chairman will supply a copy of this report to the Dean of the Faculty, the Academic Vice-President and the President.

6. University Responsibilities

a) No sabbatical option will affect the number of research semesters earned and accrued by a faculty member.

b) The University will continue its full contribution to the faculty member's pension, insurance and medical plans during the period of his sabbatical leave.

c) Time spent on sabbatical leave will not affect the normal consideration of a faculty member for promotion or salary increase. If, during his absence on sabbatical leave, a faculty member's salary is increased, he will receive the benefit of a recalculation of the remaining portion of his sabbatical salary.

7. Subsequent Sabbatical Options

a) Semesters spent on sabbatical leave will not count toward the earning of the next sabbatical leave.

b) Semesters spent on sabbbatical leave will not count toward entitlement for subsequent research semesters.

c) After any sabbatical option, the period of service to Simon Fraser University for the next sabbatical

option will be as specified in Options A and B under Sabbatical Options. Credit transfer for service at other institutions will not be allowed toward subsequent sabbatical options.

d) The choice of a particular first sabbatical option will not prejudice the freedom of choice between subsequent sabbatical options.

8. Commencing Date

The commencing date for all sabbatical options will normally be May 1, or September 1, in any year.

9. Method of Application

a) Written application for any sabbatical option will be made to the Departmental Chairman, at least twelve calendar months before the proposed commencement of that option. The application will contain an outline of the proposed study to be undertaken during the sabbatical option.

b) The Department Chairman will be responsible for ensuring that arrangements can be made through the University to provide adequately for the teaching and academic responsibilities of the faculty member.

c) The Department Chairman will forward the application, with comments, to the Dean of the Faculty. A copy of the Chairman's comments will be sent to the applicant, who may, if he wishes, submit his case independently to the Dean.

d) Applications will finally be considered by an Advisory Committee composed of the Deans of the Faculties, the Dean of Graduate Studies and the Vice-President, Academic for recommendation to the President and the Board of Governors. The recommendations of the Advisory Committee will be communicated to the applicant and the department.

PROCEDURE

10. a) The applicant will complete items 1 through 10 of the Application for Sabbatical Leave, and submit it, along with an outline of his proposed sabbatical project, to the Department Chairman.

b) The Department Chairman will review the application for accuracy, complete items 11 and 12a and forward the application to the Dean.

c) The Department Chairman will, when he forwards the application, send a copy of his recommendations to the applicant who may, if he wishes, make an additional submission to the Dean. Such submission by the applicant must be not later than 10 days after the recommendation of the Department Chairman has been sent to the Dean.

d) The Dean will review the application, confirm the accuracy of item 4 and forward the application, including any submission made directly by the applicant, along with his own recommendation, to the Advisory Committee.

e) The Advisory Committee will submit its recommendation supporting a request to the President for submission to the Board of Governors. If the Committee rejects the request, the Chairman of the Committee will inform the Dean, the Department Chairman and the applicant.

f) Once a sabbatical leave application has been approved by the Board of Governors, the President may approve:

i) Request for postponement.

ii) Request for change in option (i.e. from A to B or B to A).

iii) Other requests not covered by points a) and b), and where time is of the essence; such requests to be ratified by the Board.

UNIVERSITY OF TORONTO

N.B. The following policy is also applicable to the faculty of University of St. Michael's College and University of Trinity College.

1. The University maintains a policy of research leave intended for academic study, research, and writing which provides means for faculty members to increase their knowledge, further their research and scholarship, stimulate their intellectual interests, and strengthen their contacts with the community of scholars, thus enhancing their contributions to the research and teaching activities of the University. Research leave shall be regulated by the following principles:

   a) A faculty member on 50 percent or greater appointment shall be entitled to apply for research leave of 12 months at 75 percent salary after every six years of service at the University of Toronto. Such research leave shall not be unreasonably denied. Research leave normally will commence on July 1.

   b) As an alternative, each faculty member on 50 percent or greater appointment shall be entitled to apply for a research leave of six months at full salary, after the same period of service. Such leave shall not be unreasonably denied. Such leave may commence either July or January 1, subject to the approval of his or her chairman, dean or principal.

   c) The research leave allowance to which such faculty member is entitled may be paid in part as a research grant, made in accordance with University policy for awarding research grants. In appropriate circumstances the schedule of payments of research leave entitlements shall be at the discretion of the faculty member concerned. Details of implementing this will be referred to the Joint Committee described in Article 15 of the Memorandum of Agreement.

   d) Faculty members on research leave shall be entitled to salary increases and consideration for promotion on the same basis as all other faculty members. Staff benefits will continue on the same basis.

   e) A faculty member who wishes to take research leave shall request such leave in writing from his or her chairman, dean, or principal no later than October 31 of the academic year preceding. Such requests may be withdrawn up to three months prior to the academic year in which the leave is to be taken. Afterwards, they can be withdrawn only with the consent of the appropriate University authority. However, this consent shall not be unreasonably denied, particularly in cases where the circumstances are beyond the control of the individual.

2. Requests for research leave should be accompanied by a statement of the research and scholarship the faculty member proposes to undertake and at the conclusion of the leave a report of the research and scholarship accomplished should be provided to the chairman, dean or principal. In accordance with present rules, every request for research leave requires the approval of both the Vice-President and Provost and the President of the University.

TRENT UNIVERSITY

PRINCIPLES

1. a) The University affirms the value of paid and unpaid academic leaves in terms of:

   i) The return to the University community in knowledge, ideas and vigour on an investment in human resources;

   ii) The University's larger responsibility for the advancement of knowledge and the maintenance of scholarship beyond its immediate environment;

   iii) Creating conditions which will attract and keep professional staff of high calibre.

   b) This policy document applies only to faculty members and supersedes earlier leaves and Sabbaticals Policy documents.

PAID LEAVES

2. **Eligibility**

   a) A paid leave can be considered as consisting of two parts. The first, the number of months over which the leave is taken; the second, the fraction of salary payable during this period of leave. In this statement of policy both are defined with reference to completed "Earned Years of Service" (called 'EYS').

   b) Except with respect to unpaid leaves and special cases every year during which a faculty member holds a regular full-time appointment with the University is counted as an 'EYS'. Consequently, one 'EYS' accumulates when, for example, during a year, a full-time member of faculty is on paid leave, or engaged in full-time teaching, or involved in a combination of a half year's paid leave and a half year's teaching.

   c) A period of unpaid leave granted to a member of faculty with a regular full-time appointment normally will not count towards the determination of an 'EYS'. The Committee on Academic Personnel may, however, at its discretion and following the receipt of an application from a faculty member, count such a period of unpaid leave towards the determination of an 'EYS' if the leave is deemed to constitute direct service to the University. Applications for such treatment must normally be made when the original leave application is made.

   d) Paid leaves are granted either for a full year, or for a period of six months. Full year leaves are usually to be taken over the period July 1 to June 30, but the policy does not preclude the granting of a year's leave from January 1 to December 31. Leaves for half a year can be taken either from July 1 to December 31, or from January 1 to June 30. A minimum period equivalent to 2 'EYS' (normally 2 years) without paid or unpaid leave must occur between any two successive periods of paid leave. Periods of paid and unpaid leave may be combined, provided both are approved at the same time.

   e) To be eligible for the minimum leave period of six months a faculty member must have accumulated at least 3 'EYS'. With the minimum of 3 'EYS' he or she is eligible to receive 60% of normal salary; 80% may be payable if 4 'EYS' have been accumulated, 100% if 5 'EYS' are available.

   Table I illustrates these relationships:

Number of 'EYS'	Fraction of salary payable during 6 months leave
3	60%
4	80%
5	100%

   f) A faculty member must have accumulated at least 6 'EYS' to be eligible for a full year's leave. Table II indicates the number of 'EYS' required for various fractions of salary paid during a full year's leave:

Number of 'EYS'	Fraction of salary payable during 12 months leave
6	60%
7	80%
8	90%
9	100%

g) A faculty member may elect to receive a lower fraction of salary while on leave than that otherwise payable based on the number of accumulated 'EYS'. For example, a faculty member with 5 'EYS' is eligible for 100% salary during a six months leave, but if a 60% salary level is chosen, as shown by Table I this results in a reduction of only 3 'EYS'. The remaining 2 'EYS' are "banked".

h) Faculty with more than 6 accumulated 'EYS' may also elect to apply for leaves of six months instead of twelve, in which case the amounts by which their accumulated total 'EYS' are reduced will be determined with reference to Table I. Note that successive periods of leave must be separated by a period without leave, as outlined above.

i) Consequently the number of accumulated 'EYS' determines eligibility for a leave period and the fraction of salary payable during that leave. And, the number of accumulated 'EYS' is reduced according to the nature of leave taken.

j) If the number of accumulated 'EYS' is not reduced by the taking of a paid leave, it increases automatically each year to an absolute maximum of 15 'EYS'. This maximum also applies when 'EYS' are "banked" as a result of faculty who elect a reduced form of paid leave, as described above.

3. Special Problems

a) *Previous service*

Full-time (but not part-time) teaching at another university shall be credited on the basis of one 'EYS' at Trent for two years of full-time service elsewhere since the last paid leave, up to a maximum of 3 'EYS'. The Committee on Academic Personnel will review the eligibility of all new full-time faculty members during their first year of service and will notify them of any credit awarded for previous service. Any appeal concerning this award must be made within one month of the notification.

b) *Full-time sessional appointments*

A faculty member with a full-time sessional appointment shall conditionally be credited with one 'EYS' per annum. Such credit will only be negotiable if the faculty member receives a full-time non-sessional appointment.

c) *Part-time sessional appointments*

Each faculty member who begins service at Trent with a part-time sessional appointment, and who eventually receives a full-time non-sessional appointment, shall conditionally be credited with a pro-rated portion of one 'EYS' per annum, to a limit of 3 'EYS'.

d) *Part-time non-sessional appointments*

Members of faculty with such appointments shall receive the appropriate pro-rated portion of one 'EYS' for each year during which the appointment is in effect to the maximum of 15 previously stated.

4. Implementation

a) The satisfactory operation of a liberal leave policy will depend heavily upon cooperation within and among departments and programmes, which will make it possible to grant a number of leaves with little or no replacement cost to the University to facilitate appropriate departmental/programme arrangements. The feasibility of the programme depends upon the capacity to plan so as not to require faculty replacements except in extraordinary circumstances.

b) A major function of C.O.A.P.'s Leaves Sub-committee will be to assist departments in developing long term leave plans for their members. Only the first 3 years of such plans will be formally considered by C.O.A.P., but departments may be requested to indicate their intentions over a longer period. C.O.A.P. will also review each year those cases in which an individual has accumulated 9 or more 'EYS' and is not scheduled for paid leave. C.O.A.P. will be expected to exercise its discretion in order to meet special cases and to ensure a fair wedding of individual priorities, departmental and/or programme plans and the University interest.

c) In those extraordinary circumstances where replacements for faculty away on leave may be necessary, it will be left to the Dean, in consultation with C.O.A.P. and departmental chairmen, to recommend in terms of general faculty complement what replacements should be made within the overall budgetting constraints in any particular year.

d) Formal written applications for paid leave from individual faculty members should be made by November 1, twenty months prior to the academic year in which the leave will be taken. Faculty members are requested to state their anticipated plans for the leave in their letter of application. At the same time each department chairman should submit an updated leave plan for the 3 years commencing the following July 1, pointing out any problems which might involve faculty replacement or cancellation of courses. Faculty with joint appointments should be included in both department plans.

e) Any conflicts between individual applications and departmental plans will be resolved by the Committee after appropriate consultations. The Committee will make its recommendations on individual applications by December 1, thus approving the second year of departmental plans. In exceptional circumstances it may also recommend variations in the first year of a departmental plan (i.e. year commencing the following July 1), provided there are no conflicts between individuals and their departments. By March 1, the third year of departmental plans will be approved provisionally or referred back to departments for suggested amendments. This provisional approval will mean that individual applications submitted by the following November which conform with the departmental plan will normally be accepted unless exceptional circumstances have intervened.

f) Formal appeals against the Committee's recommendations may be made by individuals or departments to the Faculty Council Executive during December, eighteen months preceding the academic year for which the leave is sought. The Faculty Council Executive will make recommendations on these appeals to the President.

g) Consistent with the first two principles of paragraph 1., faculty members returning from paid leave will be required to prepare a brief statement for the Committee on what was accomplished during the period of leave.

UNIVERSITY OF VICTORIA

1. Purpose

a) The purpose of Study Leave is to provide faculty members with extended periods of time uninterrupted by teaching or other responsibilities in which they can engage in those activities which will enhance and increase their knowledge of and their expertise in their academic disciplines. While the nature of these activities and the achievements which result from them in the various disciplines are so diverse that no one word or phrase is adequate to refer to them all, for the purposes of this document they will be referred to as "scholarly activities" and "scholarly achievements".

b) Study Leave is not intended to permit a faculty member to qualify for an advanced degree.

2. Eligibility and Criteria

a) A faculty member who, at the effective date of the intended leave, has tenure and has completed a minimum of three years of full-time service in the employment of the University of Victoria from the time of appointment or from the time when Study Leave was last granted, is eligible to apply for a Study Leave of up to six months.

b) A faculty member who, at the effective date of the intended leave, has tenure and has completed a minimum of six years of full-time service in the employment of the University of Victoria from the time of appointment or from the time when Study Leave was last granted, is eligible to apply for a Study Leave of up to twelve months.

c) In special circumstances, tenured faculty members who have not served the required term of service (i.e. three years for the six-month leave or six years for the twelve-month leave) may be considered for Study Leave at a reduced, pro-rated level of salary support.

d) Study Leave is not granted automatically.

i) The number of Study Leaves granted in any year will be dependent upon the availability of funds in the University budget.

ii) The granting of Study Leave in each case will be contingent upon suitable arrangements being made to permit the applicant's department, division, school or faculty to fulfil its normal teaching commitments in the applicant's absence.

e) Subject to the provisions of d) above having been satisfied, an applicant who satisfies the criteria in *i)* or *ii)* below will normally be recommended for Study Leave:

i) the faculty member has a current record of scholarly achievement and the proposed programme for Study Leave appears likely to enhance this record;

ii) the faculty member has a record of scholarly achievement but his or her opportunity to maintain scholarly activities has been restricted because of heavy administrative, committee or similar responsibilities undertaken on behalf of the University or an appropriate professional organization, and has proposed a programme for Study Leave which appears likely to enable the faculty member successfully to resume his or her scholarly activities.

f) Financial provision for Study Leave shall be made within the budget of each Faculty.

3. Deferred Study Leave

Where a faculty member is granted Study Leave by the Board of Governors and such Leave is subsequently deferred at the request of the University in order to satisfy specific needs of the University, the additional time served to a maximum of three years may be applied towards eligibility for a succeeding Study Leave, or may be taken as salary equivalent at the rate of 1/9th of salary plus 1/20th of the floor salary at the Assistant Professor rank for each year of deferral with the current Study Leave, provided that the total salary support from the University does not exceed 100% of the normal salary for the period of leave.

4. Commencement of the Study Leave

Normally, the Study Leave will commence on July 1st or January 1st.

5. Obligation to Return

Faculty members who have taken a Study Leave shall be under an obligation to return to the University for a period of time equal to the length of the Study Leave.

6. Salary and Benefits

a) Each faculty member who is granted Study Leave is entitled initially to receive the following salary support:

i) Two-thirds of the salary the individual would have received had he or she not gone on leave, and

ii) Three-tenths of the current floor at the Assistant Professor rank.

b) Salaries for faculty members on Study Leave shall be paid in monthly instalments over the period of the leave. If a faculty member's University salary and/or the Assistant Professor's floor salary is increased during the Study Leave, the increase shall be reflected in the remaining portion of the Study Leave salary.

c) Because a faculty member on Study Leave continues to be a full-time employee, he or she is subject to current University policies, including those governing fringe benefits, salary increases and promotions. The University and the faculty member shall continue to contribute fully to pension and personnel benefits.

d) A faculty member on Study Leave is expected to devote his or her time to the purposes for which Study Leave is granted, and normally should not accept any remuneration or supplementary employment that would be incompatible with his or her responsibilities as a faculty member not on Study Leave. Any exception to this restriction would have to be consistent with the purposes for which Study Leave is provided and would require the written approval of the President in advance.

e) Where approval for supplementary employment is given by the President and where the salary from the supplementary employment together with the normal Study Leave salary of the faculty member would be in excess of the faculty member's regular full-time salary, then the University's contribution to the faculty member's salary will be reduced so that the sum of the salary from the supplementary employment and the salary from the University is equal to the faculty member's regular full-time salary.

f) See also paragraph 8. - **Study Leave Research Grant**

7. Application

a) To ensure proper planning, faculty members who intend to apply for Study Leave should discuss their plans with the appropriate Chairman or Director well in advance of making application.

b) By March 15th preceding the time of preparation of Departmental, Divisional or School budget estimates for the fiscal year in which the proposed leave is to begin, an applicant shall submit to the Chairman or Director:

i) a written request for Study Leave

ii) a written statement of the applicant's proposed programme for Study Leave (see paragraphs 2.e)*i)* and 2.e)*ii)*.

c) Each Department, Division or School may determine the procedures by which it shall make recommendations on Study Leave applications to the Dean.

d) Recommendations will be submitted by the Chairman or Director to the Dean not later than April 15th,

together with information on the necessary budget provisions.

e) Final decisions concerning applications for Study Leave shall be made by the Board of Governors upon the recommendation of the President.

8. Study Leave Research Grant

a) A faculty member who has been granted a Study Leave may apply to the University to have his or her salary support reduced by a specified amount and to receive this amount in the form of a research grant.

b) A faculty member wishing to apply for a Study Leave Research Grant should do so within one month of receiving notice that Study Leave has been approved by the Board of Governors.

c) Application for a Study Leave Research Grant must be made on the appropriate form which can be obtained from the Office of the Dean of Graduate Studies.

d) Within three months of the termination of Study Leave the faculty member must provide the Dean of Graduate Studies with an account of expenditures charged against the Grant together with a report on the research carried out.

e) Study Leave Research Grant payments will be made monthly or quarterly in advance.

9. Study Leave Report

The faculty member shall provide a Report on the scholarly activity during the Study Leave. The Report shall be sent to the Chairman or Director, the Dean and the Vice-President, Academic, within three months following the return of the faculty member to regular duties.

10. Study Leave Appeal Procedures

a) An administrative officer of the University who recommends that an application for Study Leave not be granted shall at the same time supply the faculty member concerned with written reasons for the recommendation.

b) If the administrative officer's reason for recommending against the granting of a Study Leave is that the applicant does not meet the criteria set out in paragraphs **2.e**)i) or **2.e**)*ii)* then the faculty member concerned may appeal to the Study Leave Appeal Committee (see c) below) provided he or she does so within fourteen days of receipt of a written statement of the reason.

c) The Study Leave Appeal Committee is a standing committee consisting of three faculty members and two alternates appointed each year by and acceptable to the President of the University and the President of the Faculty Association.

d) The Study Leave Appeal Committee, after hearing the appellant, the administrative officer concerned and such other parties as it deems fit to consult, shall advise in writing the apellant, the administrative officer concerned, the President of the University, and the President of the Faculty Association, whether the administrative officer's recommendation against Study Leave was appropriate under the criteria set out in paragraphs **2.e**)*i)* or **2.e**)*ii)*.

VICTORIA UNIVERSITY

1. Victoria maintains a policy of sabbatical leave intended for academic study, research, and writing which provides means by which faculty members may increase their knowledge, further their research and scholarship, stimulate intellectual interests, strengthen their contacts with the community of scholars, and thus enhance their contribution to the research and teaching activities of Victoria University. Sabbatical leave shall be regulated by the following principles:

   a) A faculty member shall be entitled to apply for sabbatical leave of twelve months at no less than 75 per cent salary after every six years of service at Victoria University. Such sabbatical leave shall not be unreasonably denied. Sabbatical leave normally will commence on July 1.

   b) As an alternative, the faculty member shall be entitled to apply for a six-month sabbatical leave at full salary after the same period of service. Such leave shall not be unreasonably denied. In such case, the leave may commence either July 1 or January 1, subject to the approval of his or her chairman or in the case of Emmanuel College of the Principal, and of the President of Victoria University.

   c) The sabbatical allowance to which a faculty member is entitled may be paid in part as a research grant. The award of a research grant shall be made in accordance with Victoria policy for awarding research grants.

   d) Faculty members on sabbatical leave shall be entitled to salary increases and consideration for promotion on the same basis as all other faculty members. Fringe benefits will continue on the same basis.

   e) A faculty member who wishes to take sabbatical leave shall request such leave in writing from his or her chairman or in the case of Emmanuel College from the Principal, and from the President of Victoria University no later than October 31 of the academic year preceding. Such requests may be withdrawn up to three months prior to the academic year in which the leave is to be taken. Afterwards, they can be withdrawn only with the consent of the appropriate Victoria authority. However, this consent shall not be unreasonably denied, particularly in cases where the circumstances (e.g., funding) are beyond the control of the individual.

   f) Requests for sabbatical leave should be accompanied by a statement of the study, research or scholarship which the faculty member proposes to undertake, and at the conclusion of the leave a report of accomplishment should be made to his or her chairman, or in the case of Emmanuel College to the Principal, and to the President of Victoria University.

   g) The schedule of payments of sabbatical entitlements shall be at the discretion of the faculty member concerned.

   h) Until such time as new policies for librarians are in place, present practices shall continue.

UNIVERSITY OF WATERLOO

1. Sabbatical leave is intended to assist the faculty member in scholarly pursuits, and application for sabbatical leave will only be considered upon consultation with, and the recommendation of, the Department Chairman. Prior to the granting of a sabbatical leave, arrangements must be made to provide for the applicant's teaching duties and graduate student supervision. A sabbatical leave will normally begin on the commencement of the regular terms (January 1, May 1, September 1) or on July 1, as appropriate.

2. a) The sabbatical leave policy is designed to contribute to the professional resources and effectiveness of faculty members; therefore, such leaves, when granted, are to be used for the pursuit of scholarship, e.g., study, research and writing, and other forms of professional development. A sabbatical leave is to be viewed as a form of intellectual enrichment providing an opportunity to the faculty member for renewal, refreshment and reassessment. Normally, the pursuit of a higher degree is not considered appropriate use of the sabbatical period. A sabbatical leave should:

   i) enable faculty members to keep abreast of developments in their particular disciplines and/or professions,

   ii) prevent the development of a closed or parochial environment,

   iii) provide opportunities to travel to differing locales where special research equipment may be available or specific discipline advances have been accomplished,

   iv) be to the benefit of and in accord with the aims of the Department and Faculty concerned.

   b) Sabbatical leave may be granted for a period of up to, but not exceeding, twelve months. The University:

   i) will continue salary payments to the grantee on the following terms:
   full salary for half-year leave; or two-thirds salary for full-year leave,

   OR

   ii) may, upon application, award a University-funded research grant for an amount up to but not exceeding the entitlements for salary payments indicated above. For purposes of pension and insurance benefits the research grant portion of sabbatical will be treated as for leave without pay.

3. "Half-year leave" shall mean leave from normal teaching duties in the University for one term (approximately 4 months) of the two terms normally required in a 12-month period plus one-half of a non-teaching term. Salary will continue at the normal annual rate.

4. "Full-year leave" shall mean leave from normal teaching duties in the University for the two terms normally required in a 12-month period plus one full non-teaching term. "Full-year leave at two-thirds salary" will mean that salary is adjusted to two-thirds the normal rate for a 12-month period.

5. In order to be eligible to apply for sabbatical leave, a faculty member shall have completed six years of full-time appointment in the professorial ranks (Professor, Associate Professor, Assistant Professor) which shall include twelve terms of regular teaching duties. Sabbatical leave is subject to the condition that if a faculty member is eligible to apply for sabbatical leave and such leave is deferred by the University or by the individual in consultation with the Department Chairman, the additional time served up to a maximum of 3 years may be applied toward an eligibility for a succeeding sabbatical leave or may be taken in terms of salary equivalent with the current sabbatical leave, provided that total income from the University does not exceed 100% of normal salary for the year.

6. In instances where faculty members have assumed substantial administrative responsibilities (i.e. Deans, Associate Deans, Departmental Chairmen) for an extended time period (usually four or five years) or in other exceptional circumstances, the University, at the discretion of the President and the Vice-President, Academic, will consider applications for sabbatical leave and may waive the mandatory six years of service requirement, subject to approval of the Board of Governors.

7. It is the firm intention of the University to support in every way possible the sabbatical leave policy stated in

this document. It should be clearly understood, however, that the granting of sabbatical leave is contingent upon the faculty member's department being able to make the necessary arrangements to accommodate such an absence, and also upon the financial resources of the University in any given year. Should problems arise in any of the above, it may be necessary to postpone individual requests until such time as all the conditions can be satisfied.

8. When applying for sabbatical leave, faculty members are advised to inquire through their Department Chairman regarding the following:

   a) the possibilities of combining the sabbatical leave with non-teaching terms, to the extent of not more than twelve consecutive months off campus;

   b) the procedures for application for a University-funded research grant;

   c) the possibility of University assistance for those persons who incur excessively large travel costs, e.g. in excess of 5% of salary in order for the faculty member to reach and return from the prime location at which the sabbatical leave will be spent.

Applications, approvals and reports

9. In all cases a request for leave of absence with pay must be made in writing through the Department Chairman and approved by the Dean of the Faculty after consultation with the Dean of Graduate Studies. This written request will also list any leave grants or leave support for which the applicant is applying from an outside agency.

10. With regard to sabbatical leaves, the approval of the Vice-President, Academic, the President, and the Board of Governors, will be necessary.

11. Applications should be made to the Dean of the applicant's Faculty no later than six months prior to the tentative commencement date of the leave.

12. A faculty member who is granted a sabbatical or other leave is expected to return to duties in the University for at least one year and upon return will be expected to submit a statement to the Chairman of the department regarding scholarly activities while on leave. Unless there is a reasonable expectation of return, sabbatical leave will not be granted.

Benefits status during leave of absence

Benefits Other than Retirement

13. Members must continue their benefits (OHIP, Supplementary Sickness and Accident, Group Life Insurance, Long Term Disability) coverage during the period of absence (except for Pension Plan coverage which is discussed below). The cost of continuing the benefits coverage will normally be shared in the same manner as that of an active member. If the member continues to receive full or part salary from the University during the absence, the member's share of the cost of benefits (excluding Pension Plan contributions discussed below) will be deducted from the salary in the usual manner. Should the University policy determining cost-sharing arrangements, or government or University benefits change during the absence, cost-sharing arrangements may be changed accordingly. Sick leave benefits will become effective when the member is scheduled to return to work.

Retirement Benefits

14. During a full paid absence, participation in the Pension Plan must be continued and the member's contributions will be deducted from salary in the usual manner. During a sabbatical, participation in the Pension Plan must be continued at a level determined by the member's salary during the absence and deductions based on the reduced salary will be made in the usual manner. Since a member's pension at retirement can be substantially affected by a loss of pension credit during a partially paid or unpaid leave of absence, consideration should be given by members to maintaining their contributions to the Pension Plan during such absence at the level at which they would have made contributions had they been receiving full salary. Such an arrangement can be made. The member is urged to discuss this matter with the Personnel Department at the earliest possible time prior to the period of absence.

Special conditions of employment for deans*

15. A Dean as a member of the faculty with professorial rank shall be subject to the normal University Policy regarding sabbatical leaves (i.e. month on full pay for each year of service) with the following exceptions:

    a) He may not take sabbatical leave during the first two years of his appointment.

    b) He shall accumulate extra credit of one month sabbatical leave on full pay for each year of his appointment as Dean, commencing from July 1, 1971.

16. Should a Dean take a sabbatical leave during his term of office, according to privileges allowed him under the University Policy on Sabbatical Leaves (i.e. after a six-year period), his decanal credits of one month with pay per year of office can be applied. At the termination of his period of office, the remaining credit of months on full pay shall be carried forward and applied to his regular period of sabbatical leave granted by the University.

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* *For Deans also read Associate Deans and Department Chairmen*

THE UNIVERSITY OF WESTERN ONTARIO

Leave may be granted to members of faculty by the Board of Governors on the recommendation of the President and Vice-Chancellor. Sabbatical leave is granted to a member to further his/her scholarship through study, research, writing, or other academic pursuits.

Policy on Sabbatical Leave

1. The University recognizes the importance of granting sabbatical leave from time to time to all full-time members of the faculty.

2. a) Subject to subsection b), a full-time member of faculty may apply for sabbatical leave to begin after the completion of six years of con inuous service.* Such applications may be for up to twelve-months' leave at a salary that does not exceed 75% of full salary, or up to six months' leave at a salary that does not exceed full salary. In either case, the applicant may designate a reasonable portion of the salary to be allocated to travel and research expenses.

   b) Effective July 1, 1975, over any seven-year period, faculty members may apply for sabbatical leave even though they may have been granted one full year's leave of absence without salary during the seven-year period in question, provided they have served six of the seven years on a full-time basis on the Faculty of The University of Western Ontario (i.e., for such persons, sabbatical entitlement cannot be earned while at another University).**

3. Service shall be counted from the date of appointment to the rank of Assistant Professor or above on the full-time faculty, except that any continuous sabbatical entitlement earned while at the equivalent rank on the faculty of other universities may be counted. Credit (to a maximum of three years) shall be one year for every two years of such service.***

4. Academic status, salary increments, full pension and insurance benefits shall be maintained while a faculty member is on sabbatical leave.

5. All applicants for sabbatical leave are normally expected to apply to outside granting agencies to assist in financing their leave. If additional funds are received from outside sources, the salary shall be adjusted so that the total remuneration shall not exceed full salary plus a reasonable amount for travel.****

Application for Sabbatical Leave

6. Application for sabbatical leave shall be made to the Department Chairman (who shall forward the application, with his/her recommendation including budgetary suggestions, to the Dean of the Faculty), or directly to the Dean in Faculties where there is no departmental structure.

7. Applications for sabbatical leave shall be accompanied by an outline of the academic program proposed, the dates and duration of the leave, and a detailed budget.

8. Applications shall normally reach the office of the Dean not later than the first day of October preceding the academic year during which the sabbatical leave is to commence.

Regulations

9. The cost of all sabbatical leave shall be borne by Faculty budgets. The funds remaining from the salaries of those going on leave will be available to finance leave replacements in the Faculty in which the residual accrues. Faculties shall be eligible to apply through the Vice-President (Academic) and the Senate Leave Committee to the Senate Budget and Finance Committee to recommend supplementary financing to the

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* *Short periods of leave of absence, not exceeding in total six months, shall not constitute a discontinuity of service.*

** *The proviso for short periods of leave of absence as outlined in footnote* does not apply in this case.*

*** *Under certain circumstances special consideration may be given to academic and research experience at other institutions.*

**** *The equivalent of return economy air fare for applicant and spouse.*

Board of Governors to support sabbatical leave.

Senate Leave Committee

10. The Senate shall establish a Senate Leave Committee which shall be responsible for recommending to Senate policies concerning priorities. All applications for leave and the Dean's recommendations shall be forwarded to the Senate Leave Committee by the first day of November preceding the academic year during which the sabbatical leave is to commence. The Committee, on receiving nominations from the Deans, shall recommend persons for leave to the President in time for consideration at the November meeting of the Board of Governors.

11. The Senate Leave Committee shall be composed of:

    a) four faculty members with tenure elected by Senate;

    b) the Vice-President (Academic).

    Distribution of membership shall be such that not more than one member be elected from any one undergraduate School or Faculty.

12. The Committee shall be convened by the Vice-President (Academic).

13. The Committee shall elect its own Chairman who shall report to the President and Vice-Chancellor through the Vice-President (Academic).

14. The budget for the sabbatical leave program shall be under the control of the Vice-President (Academic).

15. The Board of Governors shall grant leave, within the budget allocation for that year, on the basis of the recommendations of the President received from the Senate Leave Committee.

WILFRID LAURIER UNIVERSITY

The University recognizes in its Sabbatical Leave Policy that each faculty member is entitled to engage in scholarly activities away from regular teaching duties, at intervals frequent enough to enable him to maintain and enhance his professional effectiveness as a teacher and scholar.

1. **Eligibility**

   a) A tenured faculty member becomes eligible for a sabbatical leave after each six years of full-time academic service, excluding service under Limited Term Appointment(s), at Wilfrid Laurier University. After taking a sabbatical leave, the faculty member will be eligible for a subsequent sabbatical leave after six more years of service.

   b) A new faculty member whose initial appointment to the University is either a Two Year Appointment, or a Candidacy Appointment, or an Appointment with Tenure may, at the time of appointment, negotiate credit toward a future sabbatical leave. A faculty member whose initial appointment at Wilfrid Laurier University was a Limited Term Contract may negotiate credit towards a future sabbatical leave if he accepts appointment to a Two Year Appointment, a Candidacy Appointment, or an Appointment with Tenure.

2. The normal duration of a sabbatical leave is twelve consecutive months normally commencing July 1 of any given year. Provision also exists for six-month sabbatical leaves at full salary, such a sabbatical to include either the fall term or the winter term, but not both. No replacements will be made in such cases.

3. a) Application for sabbatical leave is to be made normally eight months prior to the planned commencement date.

   b) Initial notice and outline of the application will normally be filed at the department level. The application and outline shall be transmitted to the Sabbatical Leave Committee. The Committee may request the Department, through the Chairman, to make a statement regarding the scholarly merit of the proposal.

4. **Sabbatical Leave Committee**

   a) The Sabbatical Leave Committee consists of seven members: the Vice-President: Academic, who shall chair the Committee; the Dean of the applicant's Faculty; the Chairman (or equivalent) of the applicant's Department and a member of that Department or an allied Department to be selected by the applicant's Dean from a list submitted by the applicant; three members elected annually by the University Faculty Council.

   b) The function of the Sabbatical Leave Committee shall be to facilitate the implementation of the faculty member's sabbatical leave. In its deliberations, the Committee will be guided by the principle stated in the introductory paragraph. The faculty member is expected to cooperate with the Sabbatical Leave Committee by providing such information as it may appropriately request.

   c) Upon completion of its deliberations, the Sabbatical Leave Committee transmits its recommendation to the President for action. Should the Committee recommend that sabbatical leave not be granted, it shall state the grounds for this recommendation. In all cases, the Committee shall make its recommendation to the President not less than six months prior to the faculty member's proposed date of departure.

5. **Salary and Benefits**

   a) With the exception of the situation covered in paragraph d) below, the faculty member on sabbatical leave will receive from the University a sabbatical salary which shall be 75% of his regular salary after six years of service. The balance of the faculty member's salary may be assigned to his Department along with other monies available to his Dean to provide assistance for any replacement(s) during his absence.

b) In no case is a net expense to accrue to the total Faculty salary budget; this constraint does not apply to the part-time Faculty salary budget.

c) The University will assist the faculty member in applying for fellowships from granting agencies.

d) Faculty members receiving sabbatical leaves may also receive grants or stipends from outside the University. These grants and stipends will not affect their sabbatical salaries except when a faculty member is awarded a fellowship the value of which is contingent upon the proportion of his full-time salary paid by the University. In such a case the sabbatical salary may be reduced as much as necessary to take full advantage of the granting agency's terms while maintaining the faculty member's total income from these sources at 100% of his salary for the applicable period.

e) While on sabbatical leave, the faculty member, at his option, may continue his personal contributions to the fringe-benefit programs in his contract, including the Pension Plan. Where the University makes contributions to these fringe-benefit programs, such contributions will be continued during the faculty member's sabbatical leave.

f) Upon returning from a sabbatical leave, a faculty member will receive a salary which includes all adjustments (increases, stipends, steps, career development, etc.) that would have applied had the individual remained on campus.

g) The foregoing salary provisions shall not be affected by amounts which the faculty member may, in relation to his sabbatical project, receive in the form of grants to cover the expense of research and secretarial assistance, travel, publication, etc. To assist in the sabbatical project, a faculty member is entitled to apply for research grants from the University.

h) A faculty member who declines a sabbatical leave should make every effort to inform his Chairman at the earliest date possible.

i) Prior to taking his sabbatical leave, a faculty member whose leave has been approved, may, at his option, apply to have a portion of his sabbatical allowance considered as a research grant for income tax purposes. Faculty members are encouraged to consider carefully the income tax and fringe benefit implications before taking this step. Details of the WLU policy on sabbatical leave as a research grant and Research Grant Application Forms are available at the Research Grants Office.

16. Normally, the faculty member will, for the period of his sabbatical leave, vacate his office and absent himself from the University campus.

17. A sabbatical leave shall not interfere with the faculty member's advancement toward promotion.

18. A faculty member, having completed a sabbatical leave, will submit a report to his Chairman, with a copy going to the Dean of his Faculty.

19. A faculty member who is on sabbatical leave will normally not be replaced in his department by a full-time appointment.

UNIVERSITY OF WINDSOR

1. The parties recognize a sabbatical leave policy is mutually beneficial to the faculty and the University.

2. The University shall continue its sabbatical leave policy to provide faculty members with an opportunity for intellectual renewal, the maintenance and advancement of their academic and professional competence, the furtherance of their research and scholarly activities and as coincidental to the foregoing the establishment and/or strengthening of personal contacts with the worldwide community of scholars.

3. A sabbatical leave shall be for a period of:

   a) 6 months commencing either on the 1st day of July or the 1st day of January;

   b) for a period of 12 months commencing on the 1st day of July; or

   c) such other period as may be mutually agreed upon.

4. Eligibility for sabbatical leave is subject to the following conditions precedent:

   a) The applicant shall have accumulated 6 or more years of service during continuing appointment by the 1st day he/she plans to take sabbatical leave. A faculty member's service for purposes of sabbatical leave shall be calculated from the date of his/her initial appointment (limited term, probationary, tenured) by the University or from the date of the expiry of his/her last sabbatical leave whichever is later. Service may include the period of long term disability. Prior service at this University or service at another university may be considered. A faculty member who has had a sabbatical leave is eligible for further sabbatical leave(s) following successive periods of service.

   b) The applicant shall have submitted with his/her application a detailed written statement of his/her proposed study, research or other planned activity during the period of leave to the Dean or his/her designate.

   c) The applicant shall have demonstrated potential for scholarship and research and/or shall have made other related contributions to the University. Consideration shall also be given to the applicant's record of achievement while on previous sabbaticals.

   d) Without limiting the generality of paragraphs 1. and 2. sabbatical leave may be granted for the final year of a doctoral program or for courses of study leading to the development of new areas of teaching or for the redeployment of a faculty member in a faculty, school or department.

5. Application for sabbatical leave shall be carried out as follows:

   a) A faculty member who is eligible for sabbatical leave shall make written application, to the Dean or his/her designate on or before the 1st day of July of the academic year preceding the year for which the leave is requested, giving notice of intent.

   b) The faculty member shall provide the Dean or his/her designate the detailed written statement required under paragraph 4. by October 1st.

   c) The Dean or his/her designate shall inform the faculty member of the decision on or before December 15th of the academic year preceding the year for which the leave has been requested.

   d) If an application for sabbatical leave has been denied, it shall be the responsibility of the applicant to renew the application.

6. The granting of sabbatical leave shall be at the discretion of the Board of Governors on the recommendation of the President. Sabbatical leave may only be denied for failure to satisfy the requirements of paragraph 4. In the event of denial of sabbatical leave the faculty member may have recourse to the grievance and arbitration procedures of this Agreement. For the arbitration proceedings arising under this clause, the parties agree to appoint as sole arbitrator S.M.D. Beck, or in the event he/she is not available, B.L. Adell.

7. a) A successful applicant for sabbatical leave shall undertake in writing to:

   i) carry out his/her proposed study, research or other planned activity;

   ii) obtain written approval from the Dean or his/her designate for any substantial change(s) in the proposed activity set out in the statement submitted in accordance with paragraph 4.b);

   iii) submit to the Vice-President, Academic, with copies to the Dean and his/her designate within 90 days of the expiry date of the faculty member's sabbatical leave a written report of his/her study, research or other such activity carried out during the period of the leave.

   b) If after embarking on his/her proposed study, research or other planned activity the completion of same is frustrated or non-feasible the faculty member shall inform forthwith the Dean or his/her designate of his/her alternate plan(s) for the remainder of his/her Sabbatical Leave.

8. The sabbatical salary allowance, fringe benefits, pension contributions, research grants and other forms of remuneration during a sabbatical leave shall be as follows:

   a) A sabbatical leave for 6 months shall be at full nominal salary and shall include one-half of the annual vacation.

   b) A sabbatical leave for 12 months shall be at the following sabbatical salary allowances and shall include the annual one month vacation:

      i) for a faculty member with less than six years' qualifying service as of June 30, 1977 for sabbatical leave commencing July 1, 1978 and thereafter, 75% of his/her Nominal salary,

      ii) for a faculty member with at least seven years of qualifying service as of June 30, 1978 for sabbatical leave commencing July 1, 1978, 75% of his/her Nominal salary,

      iii) for a faculty member with at least eight years of qualifying service as of June 30, 1978 for sabbatical leave commencing July 1, 1978, 80% of his/her Nominal salary,

      iv) for a faculty member with at least nine years of qualifying service as of June 30, 1978 for sabbatical leave commencing July 1, 1978, 90% of his/her Nominal salary,

      v) for a faculty member with at least ten years of qualifying service as of June 30, 1978, for sabbatical leave commencing July 1, 1978, 100% of his/her Nominal salary.

   c) During his/her sabbatical leave, a sabbaticant shall be deemed to continue to be in the employ of the University and shall continue to be entitled to all benefits provided to other members during his/her absence. Time spent on sabbatical leave shall be included and credited as periods of University service in all matters including questions pertaining to promotion, retirement and seniority. Premiums for Ontario Health Insurance Plan coverage, Ontario Blue Cross Supplemental Hospitalization and Extended Health Benefit Plans, Long Term Disability Insurance Plan coverage, the University Group Life Insurance Plan and all other University fringe benefit Plans shall continue during sabbatical leave(s) without interruption and on the same basis as during normal employment. Payments into the University Retirement Plan shall be calculated on the basis of the sabbaticant's Nominal salary or his/her sabbatical salary allowance at the option of the sabbaticant.

   d) A part of the sabbatical salary allowance of a member may be recognized by the University as a research grant upon the request of the member who shall submit to the Dean or his/her designate a detailed written statement of his/her request for such recognition; the portion of the sabbatical salary allowance to be paid as a research grant shall be determined by the member, and the terms and conditions of payment of any such grant shall be determined by the University in consultation with the member, but the said terms and conditions shall not be inconsistent with the provisions of paragraph 8.c) above.

   e) A member may accept scholarships or travel funds from granting agencies, but may not accept a salaried position or be engaged in other outside activity for the purpose of increasing his/her income without the prior written approval of the Dean or his/her designate.

9. The parties recognize that it would be improper, unless in very exceptional circumstances, for a faculty member not to return to the University for at least 1 year following a sabbatical leave.

10. A librarian member shall be entitled to apply for sabbatical leave in accordance with the provisions of this Article which shall apply mutatis mutandis except that,

    a) in determining total years of service for the purpose of qualifying for sabbatical leave, total years of service shall be reduced by one year for each 8 weeks of study leave previously granted to the applicant since his/her last sabbatical leave, and

    b) payment of sabbatical salary allowance under paragraph 8.a) and b) shall be based on the determination of total service for qualification for sabbatical leave as provided in paragraph 10.a) of this Agreement.

11. A successful applicant, who qualifies under paragraph 8.b) *i)* whose sabbatical leave is postponed for one year by the University where it is impracticable to ensure the quality and continuance of the program(s) in which he/she is involved shall have his/her sabbatical salary allowance increased by five per cent of his/her Nominal salary.

12. Where a faculty member who has qualifying service as outlined in paragraph 8.b) *ii), iii),* or *iv),* chooses to postpone his/her application or has his/her sabbatical leave postponed by the University where it is impracticable to ensure the quality and continuance of the program(s) in which he/she is involved, his/her sabbatical salary allowance shall be calculated on the basis of years of qualifying service as of the 30th day of June immediately prior to the commencement of his/her sabbatical leave as a percentage of Nominal salary in accordance with paragraph 8.b) *iii), iv),* or *v),* whichever is applicable.

13. In exceptional circumstances beyond his/her control, a member may postpone his/her sabbatical leave for one year, in which event the year of postponement shall be counted as a year of service in calculating the member's next following period of service for the purposes of sabbatical leave. Application for postponement shall be made in writing, detailing such circumstances to the Dean. Approval of a postponement shall not be withheld unreasonably.

THE UNIVERSITY OF WINNIPEG

1. Within its means the University provides opportunities for its teaching staff to retain or regain authority in their subjects in order to continue to serve as competent professors. These opportunities are provided, by university financial support of research, by the long summer recess, by travel grants towards attendance at conferences and by the granting of sabbatical leave.

2. Sabbatical leave is intended for a specific programme of study or work for which the individual has been preparing, using his other opportunities, and which now requires an extended period for its advancement or completion. The project should lie in the individual's professional field, and a discernible benefit should accrue to the University. Within these terms of reference, applications for leave with salary will be considered after six years' academic service in residence at the University. If leave is granted, the individual will be expected to return to the employ of the University following his leave for a period not shorter than the length of his leave. Also, he will be expected to provide the Dean with a report on his programme of study or work. Types of leave to be considered by the University include:

   a) Twelve months' leave at 80% of full salary after six years of service in residence at the University;

   b) Six months' leave at full salary after six years of service in residence at the University.

3. Leave without pay, leaves to complete graduate work or leave prior to six years' service will be considered on an ad hoc basis but within the general terms of reference outlined above, where applicable.

4. a) All applications for leave, with or without pay, should be recommended by the chairman of the department to the Dean prior to October 1 for leaves commencing July 1 or September 1. Applications would be approved in principle by January 1, but when there are budget implications, final assurance cannot be given before April 1.

   b) For leaves commencing on January 1, applications must be received by February 1 and decisions will be reached by April 1.

YORK UNIVERSITY

1. The purpose of sabbatical leave is to serve the objectives of the University by affording employees a regular opportunity to maintain and enhance their academic and professional competence free from normal on-campus teaching/professional and service obligations. Sabbatical leave is intended to promote high levels of scholarly and professional activity by employees through sustained periods of concentrated study, contemplation, and creative work, and through the extension of the range of contacts of employees to other people, places, experiences, and ideas. The parties to this Agreement acknowledge a joint responsibility to ensure the effective use of sabbatical leaves so as to strengthen the University in the achievement of its objectives.

2. All tenured faculty members are entitled to one full year of sabbatical leave after six (6) years of service, subject to paragraphs 5. 6. and 7. below. Normally, a faculty member will take sabbatical leave every seventh year, although he/she may, with the permission of the Dean or designate, take leave either before or after the normal seventh year. The Dean or designate, in consultation with the Chairperson (where applicable), may request that an individual advance his/her sabbatical leave in the interests of effective scheduling of a unit's course offerings. For similar reasons, the Dean or designate, after consultation with the Chairperson (where applicable) and the faculty member may also require that an individual's sabbatical leave be delayed one year past the normal year. Deans and Chairpersons (where applicable) shall establish a roster of impending sabbatical leaves so that faculty members are aware well in advance of the likelihood of delay, or the possibilities for advancement, of their sabbatical leaves. Notice of a required delay shall be given in writing to the employee at least fourteen (14) months in advance of the normal starting date of the leave. In either case of departure from the seventh year norm, the faculty member shall be entitled to take his/her next leave in the fourteenth year.

3. Current faculty members who have been appointed to York University directly from service at another university shall be granted credit for such service in calculating years of service towards entitlement to a first sabbatical at York. Such credit shall be granted on the basis of one York year of service for each two (2) years of active full-time faculty service since sabbatical at the previous university, or, if there has been no sabbatical at the previous university, since the date of first full-time academic appointment, to a maximum of three (3) York years of service. In order to provide for a smooth transition in the application of the terms of this Agreement, the Dean, in consultation with the Chairperson (where applicable), may rule that the effective scheduling of a unit's course offerings renders it not feasible for all or part of such credit to be granted to advance a faculty member's first York sabbatical leave from its normal seventh year. In such cases, the remaining credit shall be applied as years of service toward the second sabbatical leave.

4. The employer shall inform prospective faculty members of paragraph 3. and may, at its discretion, enter into agreement with an individual faculty member to award York years of service credit toward a sabbatical leave in order that a faculty member be entitled to a sabbatical leave earlier than would normally be the case. Such agreement shall be made between the faculty member and the Employer in writing, and made at time of appointment of the faculty member to the University.

5. At least fifteen (15) months before the normal starting date of his/her sabbatical leave, a faculty member shall indicate to his/her Chairperson or Dean his/her intent to proceed to sabbatical leave. The statement of intent may subsequently be withdrawn by the faculty member with the approval of the Dean. Failure of the faculty member to express an intent to proceed to sabbatical leave or to request an advancement/delay of the normal sabbatical leave shall constitute a waiving of the entitlement to the sabbatical leave in question. A faculty member shall provide to his/her Chairperson (where applicable) and Dean a general statement of his/her programme of activities planned for the period of sabbatical leave. By 1 November next following his/her return from sabbatical leave a faculty member shall file a report on his/her sabbatical leave with his/her Chairperson (where applicable), with a copy to the Dean and the Office of Research Administration.

6. In very exceptional and abnormal circumstances, relating only to a faculty member's second or subsequent sabbatical leave, the Dean may, after consultation with the faculty member's Chairperson (where applicable), recommend to the President that sabbatical leave be denied the faculty member. The decision to deny a sabbatical leave shall be based on evidence pertaining to the body of a faculty member's performance, during and subsequent to his/her previous sabbatical leave, of those professional responsibilities directly germane to the effective use of the sabbatical leave, which establishes conclusively that the University and the individual will not benefit from his/her programme of leave in terms of the purposes of sabbatical leave as set out in paragraph 1. above. When sabbatical leave is denied, within thirty (30) days of the Dean's receipt of the statement of leave programme, the faculty member shall be provided with a detailed written statement

containing the reasons for the denial, the specific evidence on which the denial is based, and a record of the Employer's communication to the employee of dissatisfaction with his/her performance. An employee so affected shall have full access to the grievance and arbitration procedures established. If the matter is grieved and taken to arbitration, the arbitrator or arbitration board shall have jurisdiction to determine whether sabbatical leave shall be granted.

7. A faculty member proceeding to sabbatical leave shall report to his/her Dean or designate all non-trivial income for professional services of which receipt from sources other than York University is anticipated. Such income, to include salary, professional fees, and research stipends, together with the York sabbatical salary, shall not exceed 100% of the faculty member's normal professional income, plus reasonable research, travel, and associated expenses. Where such total is exceeded, the York sabbatical salary may be correspondingly reduced. Consistent with the foregoing, a sabbatical leave is not normally intended to allow an opportunity for a faculty member to assume a full-time salaried position elsewhere. A faculty member wishing to do so will normally resign or make application for a leave of absence without pay. Individuals proceeding to sabbatical leave are encouraged to apply for external research assistance, and the University shall assist a faculty member in the classification of a portion of his/her sabbatical salary as a research grant.

8. Sabbatical leave is normally for a period of twelve (12) months at 75% of academic base salary, and will normally begin on either 1 July or 1 January. A faculty member may apply to take his/her sabbatical leave in the form of a six (6) months' leave at 100% of academic base salary, also normally beginning on either 1 July or 1 January.

9. A faculty member on sabbatical leave remains a full-time employee of the University, and is entitled to all usual fringe benefits. Employees on sabbatical leave shall receive all salary increases on the same basis as other employees and shall be eligible for all discretionary increases.

III Appendix/Appendice

THE UNIVERSITY OF MANITOBA

SABBATICAL LEAVES: AN ESSENTIAL FEATURE OF ACADEMIC LIFE

The following report of the Senate Committee on Sabbatical Leave was approved by Senate on July 6, 1976. On July 22, 1976 the Board of Governors approved the statement on the rationale for sabbatical leaves contained in the report as an official university statement on the rationale for the existence of sabbatical leave.

Introduction

The University of Manitoba Senate, at its meeting of January 6th, 1976, asked the Senate Committee on Sabbatical Leave to articulate an informed statement on the rationale for the existence of sabbatical leaves, and the importance of seeing them as a necessary part of academic life. This report constitutes the response of the Senate Committee on Sabbatical Leave to this request. In the preparation of the report, the Committee has digested the response of approximately one hundred members of the university community to a questionnaire concerning their recent sabbatical experiences.

The term sabbatical leave refers to a period of time, generally either six months or a full year, in which a member of the academic community is relieved of his normal teaching and administrative duties in order to permit him to pursue a programme of independent study and research. In no sense does the term sabbatical leave refer to a period of rest or holiday for the leave taker. Indeed, sabbatical leaves have two immediate purposes, a) to allow faculty members to improve themselves academically and b) to allow faculty members to engage in research activities. These immediate purposes serve the further objectives of improved teaching, greater excellence in scholarly and artistic publications, and more useful community service.

The practice of taking sabbatical leaves provides an opportunity for faculty members to keep fresh their professional skills and knowledge and to acquire and organise the new knowledge that has become available in their disciplines since their last leave or the termination of their formal education. As such, sabbatical leaves are viewed as benefitting the leave-takers, the home university, and the academic community in general. Just as the benefits are shared, so too are the costs, since, in general, not only is the sabbatical leave stipend less than the normal salary of the leave-taker, but also additional costs are usually incurred by the leave-taker and his family.

This report has three main sections. Section **B** outlines some of the main benefits to the leave-taker, the university and the community that flow from the practice of taking sabbatical leaves. Section **C** is concerned with the responsibilities of faculty members with respect to the use made of their sabbatical leaves. Section **D** is concerned with the responsibilities of the university to facilitate the taking of sabbatical leaves by faculty members on a regular basis. The final section contains a summary of this report as well as the recommendations of the committee that the University's sabbatical leave policy be maintained in its present form, and that through time as budgetary circumstances allow the number of sabbatical leaves be increased. The University would indeed be ill-served if any reductions occurred in this area.

The Benefits of Sabbatical Leaves to the Individual, the University and the Manitoba Community.

To be of maximum value to his students, the University and the community, a university teacher must continually improve his professional skills. The "information explosion" taking place about us puts an ever-increasing burden on the scholar and teacher to keep up-to-date in his area of expertise. This can only be accomplished if certain periods of time are available on a regular basis for study and research unhindered by other duties. No single academic institution can provide within itself the intellectual resources needed to maintain academic excellence without a constant influx of new ideas. Thus, it often becomes necessary for the teacher to leave his home university from time to time in order to broaden his experiences, make new academic and professional contacts and encounter new ideas and concepts. The tool for achieving these ends is sabbatical leave.

Sabbatical leave provides the teacher with the time and opportunity to acquire new skills, organise and integrate new knowledge, pursue research projects which because of time or location would not otherwise be feasible and, in general, improve his teaching and research capabilities. Sabbatical leave enables the scholar to pursue his studies and researches at libraries and archives containing essential source materials not available at the home university. It enables the scientist and technologist to participate in experiments and projects of new and different sorts at laboratories with equipment to which he would not otherwise have

access. In an age of rapid technological and intellectual change such as we are now experiencing the sabbatical leave allows time for retooling and even at times a change of field. This is of special importance in view of the changing pattern of enrollments and the consequent reassessment of staff allocation.

Many recent sabbaticants report that the year of their sabbatical was one of the most intense and active working periods of their careers. But, in spite of the more arduous work schedule, those surveyed felt that upon their return they were intellectually "renewed" and were able to resume their normal university duties not only with new knowledge and new insight but also with new enthusiasm.

It should not be forgotten that sabbatical leaves provide a two-way street for the temporary exchange of scholars and teachers. Not only do professors from our University go to other institutions but professors from other universities spend their sabbaticals at the University of Manitoba, bringing with them new ideas and expertise, and interacting with the students and faculty in classes, seminars and other, less formal, ways.

The idea of the sabbatical leave is becoming more widespread in the business world, the civil service and the public school system. Employers are recognizing that time off for studies and other activities which benefit the individual also benefit the employing institution.

The benefits which the system of sabbatical leaves at the University provides to the community stem not only from the new ideas and capabilities with which the sabbaticant returns. The knowledge and experience which he brings back with him is quite often directly applicable to the economy, industry, agriculture and social services of the Province. Our survey of recent sabbaticants showed direct application in Manitoba of newly acquired knowledge and expertise to the wheat, poultry and textile industries, to the practice and teaching of the health sciences, to law reform, to the control of Dutch Elm disease, to urban planning and to behavioral modification in disturbed children. However, the most important benefit to the Province is the continued increase in the effectiveness of the University of Manitoba as an institution of higher learning.

Responsibilities of the Faculty Member

It is the opinion of the Committee that faculty members have a responsibility to the academic community to take regular sabbatical leaves. Moreover, we would urge that part of any sabbatical leave should be spent in a different institutional environment. This changed institutional environment will often be another university, but visits to libraries and archives, art galleries and design galleries, public and private industrial and technological establishments, governmental and international agencies, etc., or simply travel for scholarly and scientific purposes may also be involved.

While on sabbatical leave, the main responsibility of a faculty member is to use his leave for the purposes, and in the spirit, implied by section **B** of this report. The faculty member has the obligation to maintain a high standard of scholarly, artistic or technical performance, to travel and thus broaden his horizons of experience, contact and knowledge, and to be an "ambassador" for the academic reputation of the home university. Interpreted in a broad sense, publication would be a normal part of this responsibility. A number of other specific obligations of the leave-taker are outlined in the existing Sabbatical Leave Policy which is included as an appendix to this report.

Responsibilities of the University

In as much as it has been accepted that the University and the community derive certain benefits from the sabbatical leaves taken by the institution's academic staff, it follows that the University has a distinct responsibility to encourage and facilitate regular leaves by providing a system which would not only permit but promote the ability of a proportion of its academic staff to be on leave each year, and by providing for adequate leave replacements.

It is believed that the failure of the staff to take sabbatical leaves in past years stemmed largely from the financial sacrifice required by the leave taker. The change in the normal sabbatical stipend to eighty per cent of salary as now embodied in the existing sabbatical leave policy has made the problem less onerous. However, there are many expenses involved with leave taking which make it extremely difficult for some staff members to leave the university, for example the need to continue home and family maintenance while at the same time paying for travel and accommodation costs at the sabbatical location. It is believed that a system could well be instituted which would increase the sabbatical stipend beyond eighty per cent of

salary where a longer interval between leaves is involved. For example, some would suggest that a sabbatical be mandatory after a ten year service period but at full salary. Flexibility in the leave itself, that is, permitting it to be taken in two or three segments might ease the burden on the leave taker. In addition, it might reduce the problem of finding a suitable teaching replacement in some of the more specific disciplines.

One of the limitations to sabbatical leave-taking in recent years has been the inability of the University to provide adequate leave replacements. No staff member should be in the position that his leave is dependent upon his colleagues assuming his load. In principle, at least that portion of the time involved in the teaching duties (including supervision of graduate students) normally performed by the staff member taking sabbatical leave should be covered by a competent leave replacement. In order to ensure that effective staff would be available, a substantial portion of the complement necessary for the annual leaves in a given faculty should be considered to be part of the normal faculty strength. In other words, an allowance for at least part of this complement should be incorporated into the University's staffing policy.

In summary, the responsibilities of the University are to provide sufficient numbers of sabbatical leaves each year in relationship to the size and demographic structure of the existing academic staff, to fund appropriate leave replacements and to incorporate normal sabbatical leave-taking into its staffing policy and formula. The existence of sabbatical leaves does not in any way indicate over-staffing of the University.

Summary and Conclusions

Sabbatical leave policy is one facet of university life which is not very well understood outside the university community. At various times the policy receives a good deal of unfair criticism because of the lack of knowledge of the reasons for it. The main purpose of this report has been to develop an informed statement on sabbatical leaves which can be understood by the public and which is readily available to answer uninformed criticism when it arises.

The overwhelming response that may be read from our questionnaire is that beyond any doubt the sabbatical leave policy of the University of Manitoba is serving the proper purposes for which it was designed. The questionnaire revealed that most leave-takers were able to carry out a serious programme of study and research. Moreover, few complaints with the university's current policy on sabbatical leaves were identified. The committee therefore recommends that the university's sabbatical leave policy be maintained in its present form. The recent increases in the availability of sabbatical leaves suggest that the application of the policy is evolving in the right direction.

The benefits that accrue to teaching, research and the community from the ability of its faculty members to take sabbatical leaves certainly exceed the costs that the community, through the university's budget, incurs to support leave-taking. Indeed, the loss which the community would suffer if support for sabbatical leave-taking were reduced or eliminated is enormous.

It is our belief that the continued evolution of a university of outstanding quality can be achieved in the Province of Manitoba. The route towards it lies in the ability of faculty members to follow their own initiative towards free exploration of the frontiers of their particular areas of scientific and practical knowledge or of artistic and literary expression, and to communicate the results of these enquiries to their students, their colleagues and the community at large. Regular sabbatical leaves are absolutely essential if this goal is to be achieved.